Headquarters, U. S.
Marine Corps

UM-PLMS
PCN 18730000100

MARINE CORPS
PUBLICATIONS LIBRARY MANAGEMENT SYSTEM
(PLMS) USERS MANUAL

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5605
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26 Jun 1996

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PUBLICATIONS LIBRARY MANAGEMENT SYSTEMS (PLMS) FIELD USERS MANUAL

Ref: (a) MCO P5600.31G

1. Marine Corps Users Manual UM-PLMS 5605 was developed to provide guidance and instructions on the use of the PLMS field users system. Policy pertaining to the Marine Corps publications management program is published in the reference.

2. Submit recommended changes and report error discrepancies via letter to the CMC (ARDF).

M. J. ROY
By direction

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15 Sep 1998

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PUBLICATIONS LIBRARY MANAGEMENT SYSTEM (PLMS) FIELD USERS MANUAL CHANGE 1

Ref: (a) MCO P5600.31G

Encl: (1) New page inserts to PLMS UM

1. <u>Purpose</u>. To transmit new page inserts to the basic manual.

2. <u>Action</u>. Remove and replace pages ix. x, xi, xii, xiii, 1-3, 1-4, 3-1, 3-2, 3-3, 3-4, 3-5, 3-6, 3-7, 3-8, 4-15, 4-16, I-1, I-2, I-3, and I-4.

3. <u>Summary of Changes</u>. The PLMS Field Users Manual has been updated to reflect changes made to the methods of access via SLS and the INTERNET.

4. <u>Change Notation</u>. Paragraphs and lines denoted by an arrow (➤) symbol contain changes not previously published.

5. <u>Filing Instructions</u>. This change transmittal will be filed immediately following the signature page of the basic manual.

6. <u>Certification</u>. Reviewed and approved this date.

C. G. BRICKER
By direction

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From: Commandant of the Marine Corps
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Subj: MARINE CORPS PUBLICATIONS LIBRARY MANAGEMENT SYSTEM
        (PLMS) FIELD USERS MANUAL CHANGE 2

Ref: (a) MCO P5600.31G

1. Purpose. To update this Manual.

2. Action. Remove Chapters 1, 2, and 3.

3. Filing Instructions. This transmittal will be filed
immediately following page 3 of this Manual.

5. Certification. Review and approved this date.

                                        C. G. BRICKER
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Distribution: PCN 18730000102

E R R A T U M

to

UM-PLMS

MARINE CORPS
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(PLMS) USERS MANUAL

1. A printing error occurred during the printing process. Remove
and destroy page 5-23 and replace with pages 5-23 and 5-24.

MARINE CORPS
PUBLICATIONS LIBRARY MANAGEMENT SYSTEM
(PLMS) USERS MANUAL

Prepared by:

Printing Management and Logistics Branch
Administration and Resource Management Division
Headquarters, U.S. Marine Corps
2 Navy Annex
Washington, DC 20380-1775

Record of Changes

Change Number	Date of Change	Date Entered	By Whom Entered

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4.1 General Information. The PLMSZIP.EXE file downloaded through SLS is a self-extracting compressed file. This means it is a file that is comprised of other files that were all compressed together. The compression was accomplished in such a manner to automatically decompress and write the files contained within it to your hard disk. To install PLMS, we must execute several extraction steps or phases. To extract PLMS and write it to your hard drive will require three steps. To build distribution diskettes will require a few more. Refer to Appendix A for instructions on building distribution diskettes.

4.2 The Extraction Process. The extraction process requires three steps.

a. The first step is to execute/extract the download file PLMSZIP.EXE. This step will produce two files, another ZIP file named **PLMSFILE.EXE** and a file named **READ.ME**.

b. The second step will occur once you execute the second self-extracting ZIP file. It is during this second phase when the working files of PLMS are decompressed from within PLMSFILE.EXE. Fourteen files will be produced during this phase, eight of which are themselves compressed files containing the data necessary to build the working libraries for PLMS. The remaining six files comprise one executable file and five batch files. The one executable file and four of the batch files are only used for distribution diskettes, while the one remaining batch file is used as the primary executable file for PLMS. These fourteen files are:

(1) IDXREF.EXE
(2) IDPCN.EXE
(3) IDPCN2.EXE
(4) MAIN.EXE
(5) SL12P2I.EXE
(6) SL12P2.EXE
(7) SL13A.EXE
(8) SL13AI.EXE
(9) DISKSIZE.EXE
(10) PUBS.BAT
(11) INSTALLA. BAT
(12) INSTALLS.BAT
(13) INSTALLX.BAT
(14) INSTALL.BAT

c. The third and final extraction step is to execute each of the eight compressed files that PLMSFILE.EXE contained. These eight files will build the library structure and functionality of PLMS. The following instructions take you step by step through the first steps in this process.

4.3 <u>Extracting PLMSZIP.EXE instructions for DOS</u>. Type only what appears in bold inside the quote marks exactly as presented. **DO NOT** include the quote marks nor any periods, dots, dashes, or other symbols that may appear outside the quotes.

    a. At the DOS prompt (C:\>) type: **"CD\PUBS"**.

    b. Press **enter**.

    c. At the DOS (C:\PUBS>) prompt type: **"PLMSZIP"**.

    d. Press **enter**.

    e. The screen will flash and then you should see the following:

"********* Type "EDIT READ.ME" for instructions **********"**

    f. This should scroll across the screen several times, and then you should see: either **"Extracting: PLMSFILE.EXE** and **Extracting: READ.ME,"** or **"Inflating: PLMSFILE.EXE** and **Inflating: READ.ME"**. When done the screen should return to the DOS prompt. At this point you can proceed with installation, or you can take time to peruse the READ.ME file. We recommend you take the time to read the READ.ME file. The READ.ME file is covered in detail in Appendix A

4.4 <u>Extracting PLMSZIP.EXE in Windows 3.1, 3.11, and WindowsNT</u>.

    a. From **Program Manager**, click on **"File" (located** in upper left hand corner of the Windows screen).

    b. In the Pop-Down Menu, click on **"Run"**.

    c. In the Pop-Down "Run" Control Box, click on **"Browse"**.

    d. In the Pop-Down "Browse" Control Box, use the cursor arrow/pointer to click on the "C:\" next to the small "folder" icon in the left hand interior box, located under "directories".

    e. Using the cursor arrow/pointer **click on** and **drag** down the small square **box** inside the "scroll bar" of the directories control box, you should see the list of your primary directories scroll upwards as you pull/drag the small square box downward.

    f. Drag the box downward until the "PUBS" directory appears. **Double-Click** on the "PUBS" directory. The files in the PUBS directory should appear in the right hand interior box. If all previous steps were completed successfully, then the file "PLMSZIP.EXE" should appear there.

    g. Select **"PLMSZIP.EXE"** then click on "OK".

h. The following should appear in the "RUN" Control Box: "C:\PUBS\PLMSZIP.EXE." If it does, then click on "OK". If C:\PUBS\PLMSZIP.EXE does not appear in the "RUN" Control Box, then backup and review all the previous steps ensuring each is completed successfully before proceeding to the next.

i. The screen will flash and then you should see the following:

"************** Type "EDIT READ.ME" for instructions ***********"

j. This should scroll across the screen several times, and then you should see: either **"Extracting: PLMSFILE.EXE and Extracting: READ.ME,"** or **"Inflating: PLMSFILE.EXE and Inflating: READ.ME".** When done the screen should return to DOS prompt. At this point you can proceed with installation, or you can take time to peruse the READ.ME file. We recommend you take the time to read the READ.ME file. The READ.ME file is covered in detail in Appendix A

4.5 Extracting PLMSZIP.EXE in Windows95.

a. Click on the **Start** button.

b. In the Pop-Down Menu, click on **Run**.

c. In the Pop-Down Run Control Box, click on **Browse**.

d. In the Pop-Down Browse Control Box, use the mouse pointer to click on the downward pointing arrow located just to the right of the "Look in" box.

e. In the Pop-Down Look in Box, use the mouse pointer to click on **C:** drive.

f. Using the mouse pointer to **drag** the small square **box** inside the left-to-right **scroll bar** of the directories control box, to the right. You should see the list of your primary directories scroll to the left as you pull/drag the small square box to the right. Continue to drag the box to the right until the "PUBS" directory appears next to its folder ICON.

g. Double Click on the **PUBS** directory **folder**. The PUBS directory with its folder ICON should jump up to the "Look in" control box, and a list of executable files contained within the PUBS directory should appear in the lower box. If all previous steps were completed successfully, then the file "PLMSZIP.EXE" should appear there.

h. Click on "**PLMSZIP.EXE**", the file name should appear in the lower "File Name" box.

i. Now click on "Open."

j. The RUN box should reappear with **"C:\PUBS\PLMSZIP.EXE"** in the "Open" control box.

k. Click on **"OK."**

l. The Win95 DOS window should open and then you should see the following scroll down the screen.

"************ Type "EDIT READ.ME" for instructions ***********"**

m. This message should be followed by either **"Extracting: PLMSFILE.EXE** and then **Extracting: READ.ME,"** or "Inflating: PLMSFILE.EXE" and then "Inflating: READ.ME".

n. When extraction is done all screen activity should halt. Click on the "X" in the upper right hand corner to close the screen. At this point you can proceed with installation, or you can take time to peruse the READ.ME file. We recommend you take the time to read the READ.ME file. The READ.ME file is covered in detail in Appendix A

4.6 The PLMS READ.ME File. Before you proceed with the second phase of extracting the PLMS files, you should review the instructions contained within the READ.ME file. The READ.ME file contains helpful and often times critical information pertinent to the installation and use of PLMS. Appendix A contains specific and detail information concerning the READ.ME file.

4.7 Extracting the PLMSFILE.EXE. The second step to extracting the PLMS files is accomplished by executing PLMSFILE.EXE. The procedures for extracting it are essentially the same as those for PLMSZIP.EXE. Refer to the appropriate preceding paragraphs for detail instructions. However, wherever the file name PLMSZIP.EXE appears be sure to replace it with the file name **PLMSFILE.EXE,** otherwise all the preceding steps must be completed again.

4.7.1 The PLMSFILE.EXE. Extraction of PLMSFILE will produce the following fourteen files.

a. IDXREF.EXE
b. IDPCN.EXE
c. IDPCN2.EXE
d. MAIN.EXE
e. SL12P2I.EXE
f. SL12P2.EXE
g. SL13A.EXE
h. SL13AI.EXE
i. DISKSIZE.EXE
j. PUBS.BAT
k. INSTALLA. BAT
l. INSTALLS.BAT
m. INSTALLX.BAT
n. INSTALL.BAT

4.7.2 <u>Eight Compressed Files</u>. Of these fourteen files, eight are also compressed files that must be extracted one at a time. These eight files are:

    a. MAIN.EXE
    b. IDXREF.EXE
    b. IDPCN.EXE
    c. IDPCN2.EXE
    e. SL12P2.EXE
    f. SL12P2I.EXE
    g. SL13A.EXE
    h. SL13AI.EXE

4.8 <u>Installing PLMS from the Hard Drive</u>. The actual installation of PLMS occurs simultaneous to extraction of the eight working files created by the extraction of PLMSFILE.EXE. The following procedures, although similar to those executed for PLMSZIP.EXE and PLMSFILE.EXE, detail that extraction/installation process. However, for the installation process to be successful, it is critically important that the extraction of each of the eight working files be accomplished with the "-o" command. Additionally, these eight files must be extracted in the exact sequence as listed in paragraph 4.7.2 preceding. This sequence is critical for them to properly work with one another and construct all the requisite PLMS libraries.

4.8.1 <u>Installing PLMS from the hard drive, and extracting the working files in DOS</u>. To extract the working files in DOS, follow the step by step instructions outlined below. While performing the "working file" extraction process be sure to extract the files in the sequence listed in paragraph 4.8 preceding. Also, type the command as it appears in bold inside the quote marks exactly as presented. **DO NOT** include the quote marks nor any periods, dots, dashes, or other symbols that may precede, follow, or otherwise appear outside the quotes.

    a. At the DOS prompt type: **"CD\PUBS"**.

    b. Press **enter**.

    c. At the DOS C:\PUBS >prompt type: **"MAIN -o"**. Be sure to insert a blank space between the last letter of the file's name and the command switch "hyphen." Also, the command **switch is case sensitive**. This means it must be a **lower case Alpha o**.

    d. Press **enter**.

    e. The screen will flash and then you should see the following scroll down the screen:

        "PKSFX (R) FAST!   Self Extracting Utility   Version 2.04g 02-01-93"
        "Corp.. 1989-1993 PKWARE Inc. All Rights Reserved. Shareware version"
        "PKSFX Reg. U. S. Pat. and Tm. Off."

"Searching EXE: C:/PUBS/MAIN.EXE"
  "Inflating: PUBS.EXE"
  "Inflating: PUBS.OVR"
  "Inflating: PUBSUOM.TXT"
  "Inflating: PUBSUOM.WPF"
  "Inflating: PRTR_PAS.DAT"
  "Inflating: PCNGROUP.DAT"
  "Inflating: PCNCHANG.DAT"
"Extracting: Date.DAT"
  "Inflating: TAM_REX.IDX"

Once the extraction is complete the screen should return to the DOS Prompt (C:\PUBS>):

f. Repeat the above for each of the remaining seven files listed at paragraph 4.8 preceding. Each file will self extract and produce different files, all of which are necessary for PLMS to function properly. For a complete list of all the files that each of the compressed files will produce, refer to Appendix B. Compare the lists in Appendix B to the extraction reports to verify the correct files are being produced in the proper sequence. This will assist you in ensuring the downloaded PLMSZIP.EXE file was received free of transmission errors, and that the PLMS process will function properly after installation.

4.8.2 Installing PLMS from the hard drive, extracting the working files in Windows 3.1, 3.11, and WindowsNT. To extract the working files in Windows 3.1, 3.11, or Windows NT, follow the step by step instructions outlined below. While performing the "working file" extraction process, be sure to extract the files in the sequence listed in paragraph 4.8 preceding. Also, type the command as it appears in bold inside the quote marks exactly as presented. DO NOT include the quote marks nor any periods, dots, dashes, or other symbols that may precede, follow, or otherwise appear outside the quotes.

a. From Program Manager, click on "**File**" (located in upper left hand corner of the Windows screen).

b. In the Pop-Down Menu, click on "**Run**".

c. In the Pop-Down "Run" Control Box, click on "**Browse**".

d. In the Pop-Down "Browse" Control Box, use the cursor arrow/pointer to click on the "C:\" next to the small "folder" icon in the left hand interior box located under "directories".

e. Using the cursor arrow/pointer, **click on** and **drag** down the small square **box** inside the "**scroll bar**" of the directories control box, you should see the list of your primary directories as you scroll upwards and pull/drag the small square box downward.

f. Drag the box downward until the "PUBS" directory appears. **Double-Click** on the "PUBS" directory. The files in the PUBS directory should appear in the right hand interior box. If all previous steps were completed successfully, then the file "Main.EXE" should appear there.

g. Click on "**MAIN.EXE**", the file name MAIN.EXE should appear in the "File Name" control box.

h. Click on "**OK**".

i. The "Run" control box should reappear with C:\PUBS\MAIN.EXE in the "Command Line" box. Now place the cursor/mouse pointer next to the last "E" in the file name and click there. The cursor should become a flashing straight up & down line. Insert a single space at the end of the file's name and then type -o (a hyphen and a lowercase alpha o).

j. Now click on "**OK**".

k. The screen will go to a DOS screen, and you should see the following scroll down the screen:

"PKSFX (R) FAST!   Self Extracting Utility   Version 2.04g 02-01-93"
"Corp.. 1989-1993 PKWARE Inc. All Rights Reserved. Shareware version"
"PKSFX Reg. U. S. Pat. and Tm. Off."

"Searching EXE: C:/PUBS/MAIN.EXE"
   "Inflating: PUBS.EXE"
   "Inflating: PUBS.OVR"
   "Inflating: PUBSUOM.TXT"
   "Inflating: PUBSUOM.WPF"
   "Inflating: PRTR_PAS.DAT"
   "Inflating: PCNGROUP.DAT"
   "Inflating: PCNCHANG.DAT"
"Extracting: Date.DAT"
   "Inflating: TAM_REX.IDX"

Once the extraction is complete the screen should return to the Windows, "Program Manager" screen.

l. Repeat the above for each of the remaining seven files listed at paragraph 4.8 preceding. Each file will self extract and produce different files, all of which are necessary for PLMS to function properly. For a complete list of all the files that each of the compressed files will produce, refer to Appendix B. Compare the lists in Appendix B to the extraction reports to verify the correct files are being produced in the proper sequence. This will assist you in ensuring the downloaded PLMSZIP.EXE file was received free of transmission errors and that the PLMS process will function properly after installation.

4.8.3 <u>Installing PLMS from the hard drive, extracting the working files in</u> Windows95. To extract the working files in Windows95, follow the step by step instructions outlined below. While performing the "working file" extraction process, be sure to extract the files in the sequence listed in paragraph 4.8 preceding. Also, type the command as it appears in bold inside the quote marks exactly as presented. **DO NOT** include the quote marks nor any periods, dots, dashes, or other symbols that may precede, follow, or otherwise appear outside the quotes.

    a. Click on the **Start** button.

    b. In the Pop-Down Menu, click on **Run**.

    c. In the Pop-Down Run Control Box, click on **Browse**.

    d. In the Pop-Down Browse Control Box, use the mouse pointer to click on the downward pointing arrow located just to the right of the "Look in" box.

    e. In the Pop-Down Look in Box, use the mouse pointer to click on **C:** drive.

    f. Use the mouse pointer to **drag** the small square **box** inside the left-to-right **scroll bar** of the directories control box, to the right. You should see the list of your primary directories scroll to the left as you pull/drag the small square box to the right. Continue to drag the box to the right until the "PUBS" directory appears next to its folder ICON.

    g. Double Click on the **PUBS** directory **folder**. The PUBS directory with its folder ICON should jump up to the "Look in" control box and a list of executable files contained within the PUBS directory should appear in the lower box. If all previous steps were completed successfully, then the file "MAIN.EXE" should appear there.

    h. Click on "**MAIN.EXE**", the file name should appear in the lower "File Name" box.

    i. Now click on "Open."

    j. The RUN box should reappear with "**C:\PUBS\MAIN.EXE**" in the "Open" control box.

    k. Now place the cursor/mouse pointer next to the last "E" in the file name and click there. The cursor should become a flashing straight up & down line. Insert a single space at the end of the file's name and then type **-o** (a hyphen and a lowercase alpha o). The command line should appear as: "**C:\PUBS\MAIN.EXE -o**".

    l. Click on "**OK**."

    m. The Win95 DOS window should open and you should see the following scroll down the screen.

"PKSFX (R) FAST! Self Extracting Utility Version 2.04g 02-01-93"
"Corp.. 1989-1993 PKWARE Inc. All Rights Reserved. Shareware version"
"PKSFX Reg. U. S. Pat. and Tm. Off."

"Searching EXE: C:/PUBS/MAIN.EXE"
 "Inflating: PUBS.EXE"
 "Inflating: PUBS.OVR"
 "Inflating: PUBSUOM.TXT"
 "Inflating: PUBSUOM.WPF"
 "Inflating: PRTR_PAS.DAT"
 "Inflating: PCNGROUP.DAT"
 "Inflating: PCNCHANG.DAT"
"Extracting: Date.DAT"
 "Inflating: TAM_REX.IDX"

n. When extraction is complete all screen activity will halt. Click on the "X" in the upper right hand corner to close the DOS screen. Repeat the above for each of the remaining seven files listed at paragraph 4.8 preceding. Each file will self extract and produce different files, all of which are necessary for PLMS to function properly. For a complete list of all the files that each of the compressed files will produce, refer to Appendix B. Compare the list in Appendix B to the extraction reports to verify the correct files are being produced in the proper sequence. This will assist you in ensuring the downloaded PLMSZIP.EXE file was received free of transmission errors, and that the PLMS process will function properly after installation.

4.9 <u>Installing PLMS from the distribution diskettes</u>. Installation of PLMS using the distribution diskettes is much simpler than the process for installation from the hard drive. For information on how to construct distribution diskettes refer to Appendix A.

4.9.1 <u>Installing PLMS from distribution diskettes in DOS</u>. To install PLMS (extract the working files) from the distribution diskettes in DOS, follow the step by step instructions outlined below. While performing the installation process, be sure to insert the diskettes when prompted to do so and in their proper numerical sequence. Only in this manner can you be sure the working files are extracted in the sequence necessary to properly construct your PUBS library files. Also, be sure to type the command as it appears in bold inside the quote marks exactly as presented. **DO NOT** include the quote marks nor any periods, dots, dashes, or other symbols that may precede, follow, or otherwise appear outside the quotes.

a. Insert the disk labeled Distribution Diskette #1 into the A: Drive and engage/close the drive latch.

b. At the DOS prompt type: "A:".

c. Press **enter**.

d. At the DOS A:\ > prompt type: **"INSTALL C: C:"**. Be sure to insert a blank space between the last letter of the install command and the first drive letter C and between the colon following the first drive letter C and the second drive letter C.

e. Press **enter**.

f. The screen will flash and then you should see the words **" Copying Files...."**

g. When the install program is finished with each disk it will prompt you for the next. The prompt will appear similar to:

"Place PUB INSTALL DISK 2 in Drive A:"
"Press any key to continue . . . "

h. Once the installation is complete the screen should present the following message and then return to the DOS Prompt at the PUBS directory (i.e., C:\PUBS>):

" INSTALLATION COMPLETE "
" A batch file, PUBS.BAT has been added to your root directory "
" Execute the PUBS program by typing PUBS at the DOS prompt "

i. During the installation process each of the eight working files listed at paragraph 4.8 preceding will self extract and produce different library files, all of which are necessary for PLMS to function properly. For a complete list of all the files that each of the compressed files will produce, refer to Appendix B. Compare the list in Appendix B to the contents of the PUBS directory to verify the correct files were produced during the installation process. This will assist you in ensuring the downloaded PLMSZIP.EXE file was received free of transmission errors, and that the PLMS process will function properly after installation.

4.9.2 Installing PLMS from the distribution diskettes in Windows 3.1, 3.11, and WindowsNT. To install PLMS from the distribution diskettes in Windows 3.1, 3.11, or Windows NT, follow the step by step instructions outlined below. While performing the installation process be sure to insert the diskettes when prompted to do so and in their proper numerical sequence. Only in this manner can you be sure the working files are extracted in the sequence necessary to properly construct your PUBS library files. Also, type the command as it appears in bold inside the quote marks exactly as presented. **DO NOT** include the quote marks nor any periods, dots, dashes, or other symbols that may precede, follow, or otherwise appear outside the quotes.

a. Insert the disk labeled Distribution Diskette #1 into the A: Drive and engage/close the drive latch.

b. From Program Manager, click on "File" (located in upper left hand corner of the Windows screen).

c. In the Pop-Down Menu, click on "Run".

d. In the Pop-Down "Run" Control Box, click on "**Browse**".

e. In the Pop-Down "Browse" Control Box, use the cursor arrow/pointer to click on the small "**arrow**" to the right hand side of the small "Drives" control box in the lower central area of the "Browse" control box located under "directories".

f. A list of available drives (by drive letter) should appear. Click on the "**Drive ICON**" next to the A: drive.

g. A list of executable files on the diskette in the A: drive should appear. If you don't see it on the list, first double check to ensure you have the #1 distribution disk in drive A: and then **drag** down the small square **box** inside the "**scroll bar**" of the files control box. You should see the list of executable files scroll upwards as you pull/drag the small square box downward. Do this until "install.bat" appears.

h. Click on "**install.bat**". The file name INSTALL.BAT should appear in the "File Name" control box.

i. Click on "**OK**".

j. The "Run" control box should reappear with A:\INSTALL.BAT in the "Command Line" box. Now place the cursor/mouse pointer next to the last "T" in the file name and click there. The cursor should become a flashing straight up & down line. Insert a single space at the end of the file's name and then type "**C: C:**" (Uppercase C a colon a space and another uppercase C with another colon).

k. Now click on "**OK**".

l. The program manager screen should divert to a DOS screen and you should see the words: " **Copying Files....**"

m. When the install program is finished with each disk it will prompt you for the next. The prompt will appear similar to:

"**Place PUB INSTALL DISK 2 in Drive A:**"
"**Press any key to continue . . .** "

n. Once the installation is complete, the screen should present the following message and then return to the Windows "Program Manager" screen.

" **INSTALLATION COMPLETE** "
" **A batch file, PUBS.BAT has been added to your root directory** "
" **Execute the PUBS program by typing PUBS at the DOS prompt** "

o. During the installation process, each of the eight working files listed at paragraph 4.8 preceding will self extract and produce different library files, all of which are necessary for PLMS to function properly. For a complete list of all the files that each of the compressed files will produce, refer to Appendix B. Compare the list in Appendix B to the contents of the PUBS directory to verify the correct files were produced during the installation process. This will assist you in ensuring the downloaded PLMSZIP.EXE file was received free of transmission errors and that the PLMS process will function properly after installation.

4.9.3 Installing PLMS from the distribution diskettes in Windows95. To install PLMS from the distribution diskettes in Windows95, follow the step by step instructions outlined below. While performing the installation process, be sure to insert the diskettes when prompted to do so and in their proper numerical sequence. Only in this manner can you be sure the working files are extracted in the sequence necessary to properly construct your PUBS library files. Also, type the command as it appears in bold inside the quote marks exactly as presented. **DO NOT** include the quote marks nor any periods, dots, dashes, or other symbols that may precede, follow, or otherwise appear outside the quotes.

a. Insert the disk labeled Distribution Diskette #1 into the A: Drive and engage/close the drive latch.

b. Click on the **Start** button.

c. In the Pop-Down Menu, click on **Run**.

d. In the Pop-Down Run Control Box, click on **Browse**.

e. In the Pop-Down Browse Control Box, use the mouse pointer to click on the downward pointing arrow located just to the right of the "Look in" box.

f. In the Pop-Down Look in Box, use the mouse pointer to click on A:\ drive.

g. Use the mouse pointer to **drag** the small square **box** inside the left-to-right **scroll bar** of the directories control box to the right. You should see the list of the executable files on the diskette in A: drive list from left to right. To scroll through them, drag the small square box to the right. Continue to drag the box to the right until the "install" file appears next to its program file ICON.

h. Click on **"install"**, the file name should appear in the lower "File Name" box.

i. Now click on **"Open."**

j. The RUN box should reappear with "A:\INSTALL.BAT" in the "Open" control box.

k. Now place the cursor/mouse pointer next to the last "T" in the file name and click there. The cursor should become a flashing straight up & down line. Insert a single space at the end of

the file's name and then type "C: C:" (Uppercase C a colon a space and another uppercase C with another colon).

    m. Click on "**OK**."

    n. The Windows95 DOS window should open and then you should see the following words appear in the upper left hand corner of the screen. "**Copying Files....**"

    o. When the install program is finished with each disk it will prompt you for the next. The prompt will appear similar to:

    "**Place PUB INSTALL DISK 2 in Drive A:**"
    "**Press any key to continue . . .**"

    p. Once the installation is complete the screen should present the following message.

    "**INSTALLATION COMPLETE**"
    "**A batch file, PUBS.BAT has been added to your root directory**"
    "**Execute the PUBS program by typing PUBS at the DOS prompt**"

    q. When extraction is complete all screen activity will halt. Click on the "X" in the upper right hand corner to close the DOS screen. During install each of the working files listed at paragraph 4.8 preceding will self extract and produce different files, all of which are necessary for PLMS to function properly. For a complete list of all the files that each of the compressed files will produce, refer to Appendix B. Compare the list in Appendix B to the extraction reports to verify the correct files are being produced in the proper sequence. This will assist you in ensuring the downloaded PLMSZIP.EXE file was received free of transmission errors, and that the PLMS process will function properly after installation.

4.10 <u>Check Installation/Extraction results</u> . Once you have finished extracting each of the eight files listed at paragraph 4.8 preceding, with the -**o** switch, or installing PLMS from the distribution diskettes. Check the contents of your PUBS directory to ensure all the necessary files are present. Refer to Appendix B for a complete list of the PLMS working files that should be resident.

4.11 <u>Complete the Installation</u>. The final extraction step is to copy the PUBS.BAT file to the root directory; and edit its contents, and make it the execution command for PLMS. This occurs automatically during installation from the distribution diskettes. To accomplish this perform the following:

    a. In DOS, from the root directory DOS prompt (i.e., C:>), type "**copy C:\PUBS\PUBS.BAT**" and press enter. The systems should respond with "1 file(s) copied" or a similar positive response indicating the file was copied. Now use the DOS text editor to edit the contents of PUBS.BAT. When finished it should contain all of three lines that read as follows:

    "cls"

"cd \PUBS"
"PUBS C:"

b. In Windows 3.1, 3.11, NT, and Windows95, one way to accomplish this final installation step is to click on the "MS_DOS" ICON and perform the procedure as outlined in paragraph 4.11.a preceding, or you can use either NotePad or WordPad to edit the PUBS.BAT file and do essentially the same thing. Regardless of which text editor you use the PUBS.BAT file should read exactly the same as presented in 4.11.a preceding.

c. Once you have successfully edited and saved the PUBS.BAT file in the root directory, you should be able to type the file name **"PUBS"** at any DOS prompt regardless of directory or sub-directory location and PLMS should execute. Windows users can add an ICON to their desktop or other application folder by following the procedure outline in paragraph 4.12 .

4.12 Assign the PLMS application an ICON for Windows execution. Refer to your Windows manual to assign PLMS an ICON for execution within Windows as a DOS application. When you do assign the ICON, be sure to use C:\PUBS\PUBS C: as the Command Line entry and C:\PUBS as the working directory.

4.13 System Setup. System setup is only required for initial installations. A PC that had PLMS installed and the current installation was an update will not require setup as both Unit and Section Library diskettes should already exist. These disk will be updated when inserted at the startup prompts. For initial installations, setup is dependent upon whether the PC is to be configured as a unit Directives Control Point (DCP), a supply office, or a supported unit section like the maintenance management office, unit armory, or other commodity area. The setup procedures require two blank and properly formatted diskettes. After the installation process is completed place a blank properly formatted diskette into the A: drive and:

a. At the DOS prompt type **PUBS** and press **enter**, or in Windows **double click on** the **PUBS ICON**. If all the preceding installation steps were properly completed, the PLMS process should begin and you should be faced with your first screen. It should pose a question similar to the following, answer appropriately and press enter.

(1) **Are you using a color Monitor (Y/N)**: type Y for yes or N for no and press enter.

(2) **Default Data Drive: A:\ (Diskette Drive containing startup diskettes)** Type in the appropriate drive letter and press enter. Default is always A: drive. The drive letter you type in here is the one you will have to use for your Unit and Section library and rollup data diskettes.

(3) **Are you using a Local Area Network (Y/N)**: type Y for yes or N for no and press enter.

b. At the declarations screen press enter. You will see a banner appear at the top of the screen indicating this is the **"PUBLICATION SYSTEM START UP"** and beneath that the following message should appear (this will appear only if a blank formatted diskette is in the A: drive or the drive is empty):

"INCORRECT DISK IN DRIVE, UNIT LIBRARIES NOT FOUND"
Correct or press < ESC > to abort
or press < F1 > to create files on this diskette.

c: Press **F1**.

d. The system should pause a moment and then you should see the following message appear:
" INSERT SECTION LIBRARY DISKETTE IN DRIVE B:\ "

e. Remove the diskette and label it "Unit Library Disk."

f. Insert the second blank formatted diskette into A: drive.

g. The system will read the blank disk and respond with the following message: (this will appear only if a blank formatted diskette is in the A: drive or the drive is empty):

"INCORRECT DISK IN DRIVE, SECTION LIBRARIES NOT FOUND"
Correct or press < ESC > to abort
or press < F1 > to create files on this diskette.

h: Press **F1**.

i. The system will write the basic section library files to the disk and then you will be presented with the **"EDIT BASIC UNIT DATA"** screen. Remove the disk from A: drive and label it "Section Library Disk." To complete the setup for a DCP, proceed to paragraph 4.13.1, to complete the setup for a unit Supply Office proceed to paragraph 4.13.2, and to complete setup for a supported unit section proceed to paragraph 4.13.3.

➢ 4.13.1 Setup for a DCP. Setup for the DCP allows users to "roll up" section libraries or Intermediate DCPs (see paragraphs 5.3.1.5 and 5.3.1.6). To setup the PC as a PLMS DCP workstation, at the **"EDIT BASIC UNIT DATA"** screen, enter the appropriate information at each of the prompts as indicated:

Note: With the advent of MCPDS and its publication ordering on-line capability, publication requisitioning through SASSY is no longer practical and many setup options no longer apply.

a. Unit Activity Account Code: (six digit Department Of Defense Activity Address Code)

b. Unit Doc ID Location: (**No longer applicable, use either entry**).

c. DCP Name: (Type in DCP in all uppercase letters)

d. Supplementary Address: (six digit code that identifies the unit or section (e.g., MAINT, ARMORY, SUPPLY, MMO, or IDCP).

e. IACN: (seven digit Individual Activity Code number assigned by CMC (ARDE)).

f. Priority: (**No longer applicable to publications, accept any choice**).

g. Media Status: (**No longer applicable to publications, accept either choice**).

h. Add CRLF to A41003: Y = Yes, N = No. (**No longer applicable to publications, accept either choice**).

i. Ensure your newly created Section Library Disk is in the designated data drive and press **F2** when complete.

4.13.2 <u>Setup for a Supply Office</u>. The Supply Office PLMS PC setup is identical to that in paragraph 4.13.1 preceding except that on the line for the "DCP Name" type the word **SUPPLY** in all uppercase letters.

4.13.3 <u>Setup for a Supported Section</u>. The supported section PLMS PC setup is identical to that in paragraph 4.13.1 preceding except that on the line for the "DCP Name" the sections name or office code is entered.

4.14 <u>Installation and Setup for Local Area Network</u>. PLMS can be installed on a Banyan LAN and accessed by multiple users simultaneously. The DCP unit and supported section libraries will still be on floppy diskettes but the nuts and bolts of PLMS and all its working files will reside on the LAN.   To install PLMS on the Banyan LAN, the network administrator must perform the following:

a. Logon to the LAN.

b. Insert installation disk #1 into drive A:

c. Go to the A: drive DOS prompt.

d. At the A: drive DOS prompt type: INSTALL C: X: (X = the LAN drive letter where PLMS will reside and allow shared access).

e. After installation set the "Banyan Attribute command" = multiple access [i.e., Z:SETATTR X:\PUBS+S*.* (X = the LAN drive letter where PLMS was installed and shared access is available)].

f. At each users PC, follow all installation and setup procedures outlined in paragraphs 4.9 through 4.13 preceding.

USING PLMS
CHAPTER V

5.1 <u>General Information</u>. PLMS has three operating modes, one for the Directives Control Point (DCP) or Unit Publications Control Point (UPCP); one for the unit Supply Office; and one for the supported section. As you peruse the following instructions you will note some are applicable to the Main Unit DCP or Intermediate DCP, the Supply Office, or the supported section. As it is impossible to predict how a unit of the FMF may comprise its internal control of publications, the onus is upon the user to determine which setup is best suited to their unit and to determine which of these instructions are applicable to that setup.

5.2 <u>Directives Control Point</u>. Under the consolidated administration concept the Directives Control Point (DCP) and the Unit Publications Control Point (UPCP) are synonymous (i.e., the DCP and the UPCP are one and the same). Normally comprised of one or two administrative clerks located in either the major commands adjutant's office or the administrative office the DCP/UPCP is the focal point of publications management. The DCP/UPCP is responsible for ordering, receiving, distribution, inventory, and control of the units publications. In equipment or maintenance heavy units the DCP may establish a Intermediate DCP, (e.g., the DCP within Tank Battalion may establish an Intermediate DCP/UPCP, separate from that of the Battalion's, at the MMO).

5.2.1 <u>Main Unit DCP, or UPCP</u>. Normally comprises one or two admin clerks working for the Battalion Adjutant. These clerk(s), assigned the duties of publications management, and the publication files they maintain are what the terms DCP and UPCP refer to. The DCP at various commands may be responsible for a multitude of duties and functions relevant to the commands official files including the control of daily correspondence and classified materiel. The following pertains solely to the maintenance of publications and in no manner are they intended to serve as comprehensive desktop procedures, nor are they to be construed as a guide effectively limiting the official duties of the DCP/UPCP.

5.2.2 <u>Intermediate DCP</u>. Normally comprises one clerk, usually in the Maintenance Management Office (MMO), this clerk has the responsibility of ensuring all commodity areas are included in the Intermediate DCP Roll-Up diskettes when they are generated and that the data is forwarded to the DCP for processing. More information on Intermediate DCPs can be found in paragraph 5.3.5 following.

5.2.3 <u>Supply Office</u>. The Supply Office functionality built into PLMS is, for the most part, no longer used (i.e., assignment of document numbers and/or construction of A0D/A04 diskettes). These procedures were supplanted in 1992 by the on-line ordering process built into MCPDS. However, some units are still using the Supply Office functionality as a integral portion of their internal control procedures. In support of these units, the Supply Office functionality of PLMS is covered in limited detail.

5.2.4 <u>Supported Section</u>. The supported section functions in MCPDS are the portions that deal directly with the units publications at the commodity area level.

5.3 <u>PLMS Menus</u>. There are several menus to PLMS. Some are available to all users regardless of level of access. Others are only available at certain levels (e.g., the DCP has a MENU option for editing the PL and IDL, and Supply has a MENU option for assigning document numbers to orders; and neither of these two options are available to the supported section). Many of the PLMS Menus are recursive. They offer options to another MENU which provides access to a data entry window. All PLMS functionality is accessed through these Menus. For functionality descriptions of these menus refer to paragraphs 5.3.1 through 5.3.9 following. Like most information systems, PLMS has a Main Menu or starting point. Like most menus, the user types the number corresponding to the desired option, and then presses enter. PLMS' Main Menu is much the same for all users except that two options (8 and 9 below) appear only on those PCs setup for the Supply Office. With this exception, the Main Menu will be similar to the one in Figure 5-01 following:

PUBLICATIONS SYSTEM MAIN MENU

Files Current From 01 Oct 1995.

1. Edit Data
2. Make Reports
3. Quarterly Reconciliation
4. Order Publications
5. Edit Basic Unit Data
6. Save PL Changes to Disk
7. Save Library Changes to Disk
8. Supply Maintenance (Only available to supply)
9. Save Supply Library Changes to Disk (Supply only)

0. Exit to Dos

Your Choice ->

Figure 5-01: PLMS Main Menu.

5.3.1 <u>Sub-Menu for Edit Data</u>. The first option on the PLMS Main Menu is for "Edit Data." This option will in turn present the user with yet another menu whereat the user types the corresponding number for the desired option, and then presses enter. Recursive Sub-Menus such as the Edit Data Sub-Menu are the means through which the user accesses the various portions of PLMS. The Sub-Menus allow access to all portions of a particular process (i.e., Option #2 provides access to "Make Reports," whereat the user will be presented with yet another Sub-Menu that lists every report PLMS will produce). The Edit Data Sub-Menu is available to all PLMS users, and is similar to the one in Figure 5-02 following:

```
                        EDIT DATA

   1.  Tech Format      (SL 1-2/3)
   2.  General Format    (SL 1-3)
   3.  Edit PL/IDL
   4.  Receipt for Pubs
   5.  Rollup Intermediate DCP
   6.  Read Section Required


   0.  Exit


           Your Choice ->
```

Figure 5-02: PLMS Edit Data Sub-Menu.

5.3.1.1 <u>Tech Format (SL 1-2/3)</u>. Selecting option #1 in the Edit Data Sub-Menu will bring the Tech Format data entry window to the screen. Similar to figure 5-03, this screen will contain both SL 1-2 and 1-3 data as well as information from the unit PL/IDL. This screen will default to the first record in the SL 1-2. The user, however, may select any PCN and/or change/update the data displayed.

```
                 TECH FORMAT (SL 1-2 / 3)

              SL 1-2 INFORMATION


      PCN: 12200491000   Short Title: FSC 4910-IL M/F
      Long Title: VEH MAINT & RPR SPEC EQPT
      Classification:    Date: 01 MAY 91      ID Number: 01210A (F6 for other ID#)

              SL 1-3 INFORMATION
      PCN: 12200491000   Short Title: FSC 4910-IL M/F
      Long Title: VEH MAINT & REPAIR SPEC EQUIP  Sponsor: 840 : PSD
      Classification: Unclassified   Date: LATEST  Changed:

    PL/IDL 0/0

    NEA- YES (AltN)       LIBRARY Information for DCP
            REQ O/H  LOCATION 1/3/5/7 REQ O/H  LOCATION 2/4/6/8  DOC NUM
  Require: Y  2   2    SUPPLY        2    2   ADMIN     -      52350049
  Reqr:    7  1   1    ARDE          2    0   ARDF
  O/H:     5  0   0                  0    0
  On Ord:  2  0   0                  0    0

      [I]d [P]cn (N]ame [D]el e[X]it F2 OH-Loc   F3 Order F4 DocNum F9 Bkwd F10 Fwd
```

Figure 5-03: PLMS Tech Format (SL 1-2/3) Data Entry Window

a. The Tech Format screen allows the user to execute several options with a series of "Hot-Keys." The Hot-Key option serves to accelerate the functionality by eliminating a host of redundant key strokes. Hot-Keys available at each screen are displayed across the bottom of the screen. Applicable Hot-Keys are often a single key selected from a term or word and are offset from the word or term by square brackets (e.g., the "X" in the word exit is frequently used as a Hot-Key and is offset as: e[X]it). The "F1" through "F12" keys are used extensively also. When these keys are used they also appear at the bottom of the screen and are followed by an explanation of what pressing the key will accomplish (e.g., F2 OH-Loc [means the cursor can be jumped to the pressing the On Hand Location field by pressing the F2 key). There are 12 hot-keys available on the Tech Format screen. They accelerate performing the following:

(1) I = Enter ID number to search for using scroll list.
(2) P = Enter PCN to search for using scroll list.
(3) N = Enter Short Title for search using scroll list.
(4) D = Delete record from SECTION library.
(5) X = Exit (Return to main menu).
(6) F2 = Enter quantity of copies on hand, and their locations.
(7) F3 = Indicate amount of copies to order through the MCPDS system.
(8) F4 = Input document number (normally used for pubs ordered by letter).
(9) F6 = List all ID numbers that the current PCN is associated with.
(10) F9 = Left Arrow, Scroll back one record.
(11) F10 = Right Arrow, Scroll forward one record.
(12) Alt+N = Toggle the indicator for Non Equipment Associated.

b. The technical information contained within the Tech Format screen about the publication. Using the I, P, or N Hot-Keys the user can execute searches that will reveal other information such as a list of ID numbers to select from, a scroll list of PCNs, or a scroll list of publications by their short title.

c. The Tech Format screen is used to update technical information about publications held and on order by the unit as well as the on hand quantity and location data on the unit's PL and IDL. This screen can be used to view a publication by its PCN, or (by pressing the F6 Hot-Key) list all ID numbers the publication is applicable to. This screen is valuable for determining if the publication is either on hand or on order, and if on hand, that its location is properly recorded on the IDL.

5.3.1.2 <u>General Format (SL 1-3)</u>. Selecting option #2 in the Edit Data Sub-Menu will bring the General Format data entry window to the screen. Similar to figure 5-04 following, this screen contains SL 1-3 data as well as information from the unit PL/IDL. This screen will default to the first record in the SL 1-3. The user, however, may select any PCN and/or change/update the quantity and location data displayed.

```
                          GENERAL FORMAT (SL 1-3)
                              SL 1-3 Information


       PCN: 10000001500   Short Title: UM-OLDS
       Long Title: ON-LINE DIARY SYSTEM (OLDS)   Sponsor: 425: MI
       Classification: Unclassified  Date: 18 Apr 86  Changed:

   PL/IDL  0/0

   NEA- YES (AltN)      LIBRARY Information for DCP
              REQ O/H  LOCATION 1/3/5/7   REQ O/H  LOCATION 2/4/6/8  DOC NUM

   Require: Y   1    1  ADMIN                0    0
   # Reqr: 1    0    0                       0    0
   # O/H:  1    0    0                       0    0                  0
   On Ord: 0    0    0                       0    0

 [P]cn   [N]ame  [D]el  e[X]it   F2 OH-Loc  F3 Order  F4 DocNum  F9 Bkwd  F10 Fwd
```

Figure 5-04:   PLMS General Format (SL 1-3) Data Entry Window

a. The General Format screen allows the user to execute several options by use of a series of "Hot-Keys." The Hot-Key option serves to accelerate the functionality by eliminating a host of redundant key strokes. Hot-Keys available at each screen are displayed across the bottom of the screen. Applicable Hot-Keys are often a single key selected from a term or word and are offset from the word or term by square brackets (e.g., the "X" in the word exit is frequently used as a Hot-Key and is offset as: e[X]it). The "F1" through "F12" keys are used extensively also. When these keys are used they also appear at the bottom of the screen and are followed by an explanation of what pressing the key will accomplish (e.g., F2 OH-Loc [means the cursor can be jumped to the On Hand Location field by pressing the F2 key). There are 10 hot-keys available on the General Format screen. They accelerate performing the following:

(1) P = Enter PCN to search for using scroll list.
(2) N = Enter Short Title for search using scroll list.
(3) D = Delete record from SECTION library.
(4) X = Exit (Return to main menu).
(5) F2 = Enter quantity of copies on hand and their locations.
(6) F3 = Indicate amount of copies to order through the MCPDS system.
(7) F4 = Input document number (normally used for pubs ordered by letter).
(8) F9 = Left Arrow Scroll back one record.
(9) F10 = Right Arrow Scroll forward one record.
(10) Alt+N = Toggle the indicator for Non Equipment Associated.

b. The information contained within the General Format screen is technical information about the publication. Using the P or N Hot-Keys the user can execute searches that will reveal other information such as a scroll list of PCNs or a scroll list of publications by their short title.

c. The General Format screen can be used to update the PL/IDL with information relative to publications such as the on-hand quantity and their location. However, if scrolling through the SL 1-3 is not necessary, then option #3 for the DCP is the preferred means of adding PCNs, their locations, and on hand quantities to the PL.

5.3.1.3 <u>Edit PL/IDL</u>. Selecting option #3 in the Edit Data Sub-Menu will bring the Edit PL/IDL data entry window to the screen. Similar to figure 5-05 following:

```
                              EDIT  PL/IDL
                                 UNIT PL


         PCN: 12200491000  Title: FSC 4910-IL M/F
         Title: VEH MAINT & REPAIR SPEC EQUIP                    Rated: 5
         Pending Increase: 2   Decrease:  0
         Controlled Distribution:  N


                      SECTION IDL

     LOCATION #    LOCATION  #    LOCATION  #   LOCATION  #
     DCP       0   ADMIN     2    SUPPLY    2   ARDA      0
     ARDB      0   ARDC      0    ARDD      0   ARDE      1
     ARDF      0


   F2-Exit  F3-Add PCN  F4-Del PCN  F5-Search  F6-Print  F7-Add Loc  F8-Del Loc
   AltD-Print All 11041       F9-Previous    F10-Next    AltE-Print Change 11041
```

Figure 5-05:   PLMS Edit PL/IDL, Data Entry Window

a. The Edit PL/IDL data entry screen contains unit publication data extracted from the PL/IDL. This screen will default to the first record in the SL 1-3 that has an on hand quantity on the PL greater than zero. The DCP user may select any PCN and change or update the quantity and location data displayed. Non-DCP users may scroll through the PCNs but do not have access to change the PL/IDL data.

b.   There are 11 hot-keys available on the Edit PL/IDL data screen, they accelerate performing the following:
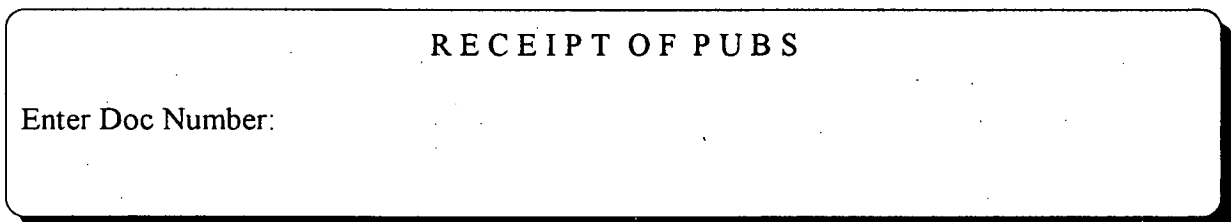
(1) Right Arrow Move forward one field
(2) Left Arrow Move back one field
(3) F2 Exit
(4) F3 Add PCN
(5) F4 Delete PCN
(6) F5 Search PCN
(7) F6 Print PL/IDL to screen or printer
(8) F7 Add individual location

(9) F8 Delete individual location

(10) F9 Scroll forward one record

(11) F10 Scroll back one record

c. Only the DCP can change or update the PL/IDL for either the major command or the supported sections. PLMS was designed this way to protect the integrity of the data. Whenever changes must be made to the supported sections PL/IDL this information must be communicated to the DCP. Non-DCP users may view the PCNs but do not have access to change any PL/IDL data.

5.3.1.4 <u>Receipt for Publications</u>. A recommended method to receipt for publications within PLMS is to use option #4 of the EDIT DATA Sub-Menu (i.e., "Receipt for Pubs" option). You may, however, receipt for publications manually by marking an individual Document Number as received using the Edit function, call up the PCN and add the on order amount to the on-hand quantity, and reduce the On Order fields by the quantity received. OR you can use the "Receipt for Pubs" option which will do all of this automatically.

a. From within the EDIT DATA Sub-Menu select option #4, you will be presented with a screen similar to that in figure 5-06 following:
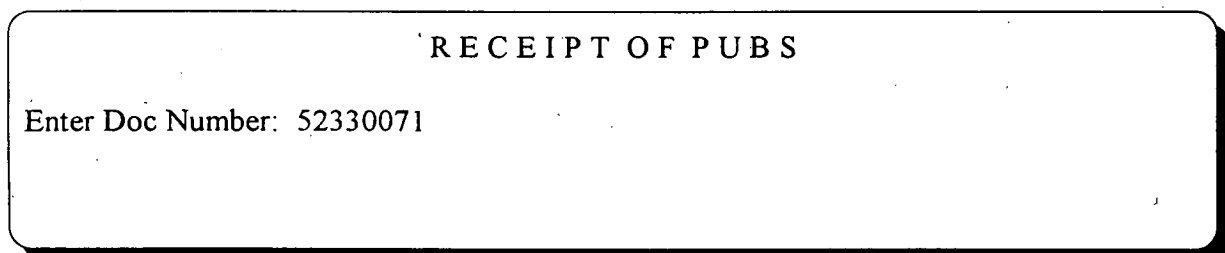
```
        R E C E I P T   O F   P U B S


Enter Doc Number:
```

Figure 5-06 PLMS Receipt for Pubs, Data Entry Window

b. The cursor may be flashing or may not appear at all. In either case type in the applicable document number. The cursor will remain in place while the information fills in (as you type) from right to left. When you have typed in a valid document number, press enter. A valid document number is comprised of the documents Julian Date, and the Documents serial number as assigned by Supply. Figure 5-07 contains what appears to be a valid document number.

```
        R E C E I P T   O F   P U B S


Enter Doc Number:  52330071
```

Figure 5-07 PLMS Receipt for Pubs, Data Entry Window with document number entered.

c. If the document number is not found in your database, an error message similar to that in figure 5-08 will be displayed. Usually this indicates you have already entered a receipt for this document number or you have typed in an erroneous document number. In either case, PLMS was unable to locate a matching document number for update. The Receipt For Pubs process did NOT function.

```
              R E C E I P T  O F  P U B S

Enter Doc Number:  52330071

            Document Number not found,  no update made.
```

Figure 5-08 PLMS Receipt for Pubs, Document Number Error Message

d. Once a correct/valid document number is entered and a match is found within the PLMS pending documents data base, a new screen will appear that presents the current locations of the PCN. To receipt for the quantity at an existing location, type the new quantity next to its location.

```
              R E C E I P T  O F  P U B S

Enter Doc Number:  52350049

Enter new O/H Locations/Qty:
SUPPLY              2
ADMIN               2
ARDE                1
ARDF                2
                    0
                    0
                    0
                    0
```

Figure 5-09 Receipt of 2 under document number 52350049 at location ARDF:

e. To receipt for a quantity at a location not listed, type the quantity on a blank location line and press enter. This will mark the quantity for processing later via the Edit PL/IDL data entry screen or the TECH FORMAT (SL 1-2/3) screen while allowing PLMS to complete the document number. Figure 5-10 reflects a receipt at a blank location. The act of receiving at the blank location will increase the DCP's on-hand quantity on the PL/IDL, and will increase the on hand for the next blank location position on the TECH FORMAT data entry screen. This will also occur for any/all changes checked if the PCN reflects a basic publication with changes.

```
                    RECEIPT OF PUBS

Enter Doc Number:  52350049

Enter new O/H Locations/Qty:
SUPPLY              2
ADMIN               2
ARDE                1
ARDF                0
                    2
                    0
                    0
                    0
```

Figure 5-10 Receipt of 2 under document number 52350049 at blank location.

f. Use either the "Up," "Down," "Left," and "Right" arrow keys or press enter to move the cursor from "Location QTY" to "Location QTY."

g. After you have entered the appropriate data, press enter until you see the message "Press any key to continue.....".

h. Once you press enter again, the cursor will return to the document number line and present you with the Julian date of the last document processed. To clear the line, press the "BackSpace" key. Now you can enter another document number or press enter to return to the Edit Data Sub-Menu.

5.3.1.5 Roll-up Intermediate DCP. Option #5 of the EDIT DATA Sub-Menu (i.e., "Rollup Intermediate DCP"), is used to roll-up intermediate DCPs. For example equipment heavy or maintenance intense organizations may find it easier to control the massive quantities of technical manuals by establishing intermediate DCPs. Upon selection, you will be prompted to remove any diskette in the drive. Insert a roll-up diskette (i.e., UNIT LIBRARY diskette) from the Intermediate DCP into the drive. You will be prompted for the name of the Intermediate DCP. The system will either create the IDCP diskette or adjust it's quantities on the IDL. **Note:** The IDCP diskette's name must be DCP, otherwise the process will not function correctly.

5.3.1.6 Read Section Required. Option #6 is used by units to roll-up commodity areas into a unit's PL. This option will prompt insertion of Section Library disks. It will add new library names to the IDL and new PCN's to the required lists and add total PL quantities for all PCN's required for a unit. A printed PL/IDL can be made and used to create a PCN listing for use in identifying requirements internal distribution of publications.

5.3.2 Make Reports. The second option on the PLMS Main Menu is for "Make Reports." This option will in turn present the user with yet another menu whereat the user types the corresponding number for the desired option and then presses enter. The Make Reports Sub-Menu is available to all PLMS users and is similar to the one in Figure 5-11 following:

```
                    M A K E   R E P O R T S

    1. SL 1-2 ID SEQUENCE
    2. SL 1-2 PCN SEQUENCE
    3. SL 1-3 /MCO PCN SEQUENCE
    4. LOCATION SEQUENCE
    5. COMMODITY EXTRACT
    6. REQUIRED PCN LIST
    7. REQUIRED ID LIST
    8. NON-EQUIPMENT ASSOCIATED

    0. EXIT

            Your Choice ->
```
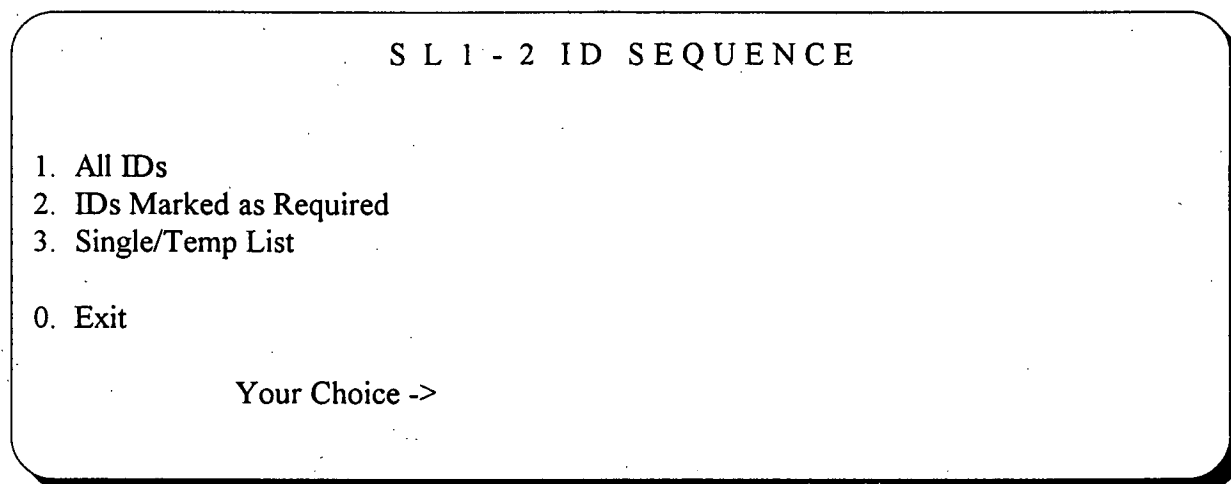
Figure 5-11 Make Reports, Sub-Menu

5.3.2.1 <u>SL 1-2 ID Sequence</u>.   The first option on the Make Reports menu, SL 1-2 ID Sequence presents the user with a sub-sub-menu similar to the one in Figure 5-12 following:

```
╭─────────────────────────────────────────────────────────────────╮
│                    S L  1 - 2  ID  S E Q U E N C E               │
│                                                                   │
│                                                                   │
│  1.  All IDs                                                       │
│  2.  IDs Marked as Required                                        │
│  3.  Single/Temp List                                             │
│                                                                   │
│  0.  Exit                                                         │
│                                                                   │
│         Your Choice ->                                            │
│                                                                   │
╰─────────────────────────────────────────────────────────────────╯
```

Figure 5-12 Make Reports, SL 1-2 ID Sequence, Sub-Sub-Menu.

a. The SL 1-2 PCN Sequence, Sub-Sub-Menu, offers 3 additional options for printing all ID's or only ID's marked as required.

(1) Option 1 will print all ID's

(2) Option 2 will present the user with an option screen: "Print Required to hold Y/N". If "Y" is selected a listing of **ALL** publications associated with each ID will be produced; If "N" is selected a listing of those publications **TAGGED** as required will be produced.

(3) Option 3 will prompt for a single/series of ID number(s) to print. All 6 characters must be entered or the system will not find the ID number. A maximum of 100 numbers may be entered.
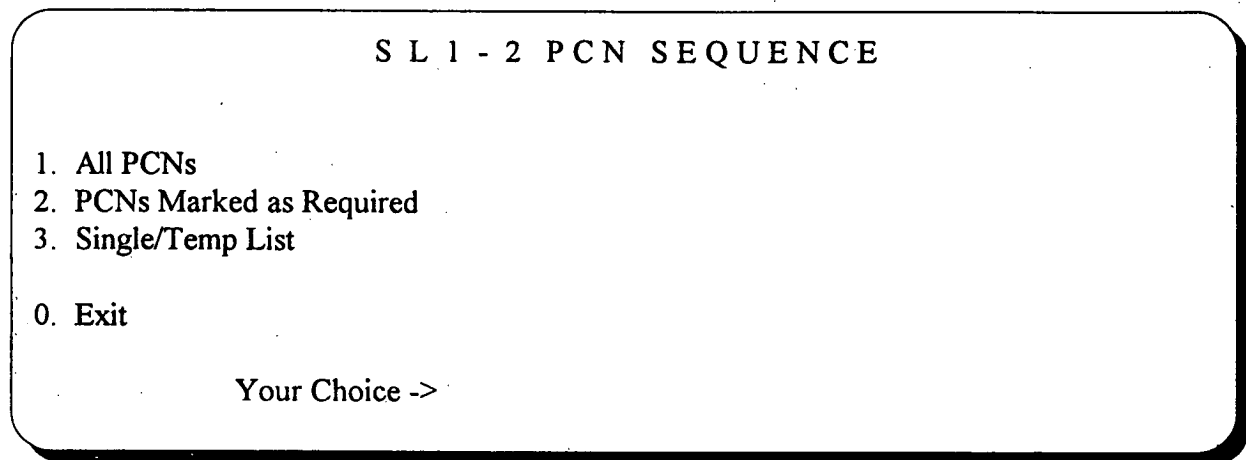
b. Before anything can be printed, the printer must be setup/selected. The first screen the user will see after the Sub-Sub-Menu will be one wherein a printer is selected and "Compressed Print" and "Wide Carriage" capable are selected/deselected. If the printer setup is not completed properly, this will result in various problems ranging from no print to various elements of data not printing. Once the printer has been selected, you will be able to continue printing the selected report.

c. After the printer is setup, another screen will be issued for selecting unit data or blank form. If unit data is selected, all data from the PL and library files will be printed. If blank form is selected, underlines will be placed in the PL and unit library columns. This listing is used as an initial checklist when first using the program or to give to another section for its use.

d. Upon completion of printing, the user will automatically be returned to the "Make Reports" menu.

5.3.2.2 <u>SL 1-2 PCN Sequence</u>. The second option on the Make Reports menu, SL 1-2 PCN Sequence, presents the user a sub-sub-menu similar to the one in Figure 5-13 following:

```
                    S L  1 - 2  P CN  S E Q U E N C E


  1.  All PCNs
  2.  PCNs Marked as Required
  3.  Single/Temp List

  0.  Exit


              Your Choice ->
```

Figure 5-13 Make Reports, SL 1-2 PCN Sequence, Sub-Sub-Menu.

        a. The SL 1-2 PCN Sequence, Sub-Sub-Menu, offers 3 additional options for printing all PCN's or only PCN's marked as required.

            (1) Option 1 will print all PCN's

            (2) Option 2 will print only those PCN's previously marked as required by the unit.

            (3) Option 3 will prompt for a PCN 3 digit prefix. It will print all PCN's marked as held/required by the unit within that PCN prefix group. A maximum of 100 PCN prefix numbers may be entered. Appendix E contains a complete cross-reference list of all PCN prefixes to their respective title/type of publications.

        b. Before anything can be printed, the printer must be setup/selected. The first screen the user will see after the Sub-Sub-Menu will be one wherein a printer is selected and "Compressed Print" and "Wide Carriage" capable are selected/deselected. If the printer setup is not completed properly, this will result in various problems ranging from no print to various elements of data not printing. Once the printer has been selected, you will be able to continue printing the selected report.

        c. After the printer is setup, another screen will be issued for selecting unit data or blank form. If unit data is selected, all data from the PL and library files will be printed. If blank form is selected, underlines will be placed in the PL and unit library columns. This listing is used as an initial checklist when first using the program or to give to another section for its use.

        d. Upon completion of printing, the user will automatically be returned to the "Make Reports" menu.

5.3.2.3 <u>SL 1-3/MCO PCN Sequence</u>.   The third option on the Make Reports menu, SL 1-3/MCO PCN Sequence, presents the user with a sub-sub-menu similar to the one in Figure 5-14 following:

```
                        S L 1 - 3  P C N   S E Q U E N C E


  1.  All PCNs
  2.  PCNs Marked as Required
  3.  Single/Temp List

  0.  Exit


           Your Choice ->
```

Figure 5-14 Make Reports, SL 1-3/MCO PCN Sequence, Sub-Sub-Menu.

 a. The SL 1-3/MCO PCN Sequence, Sub-Sub-Menu, offers 3 additional options for printing all PCN's or only PCN's marked as required.

  (1) Option 1 will print all PCN's

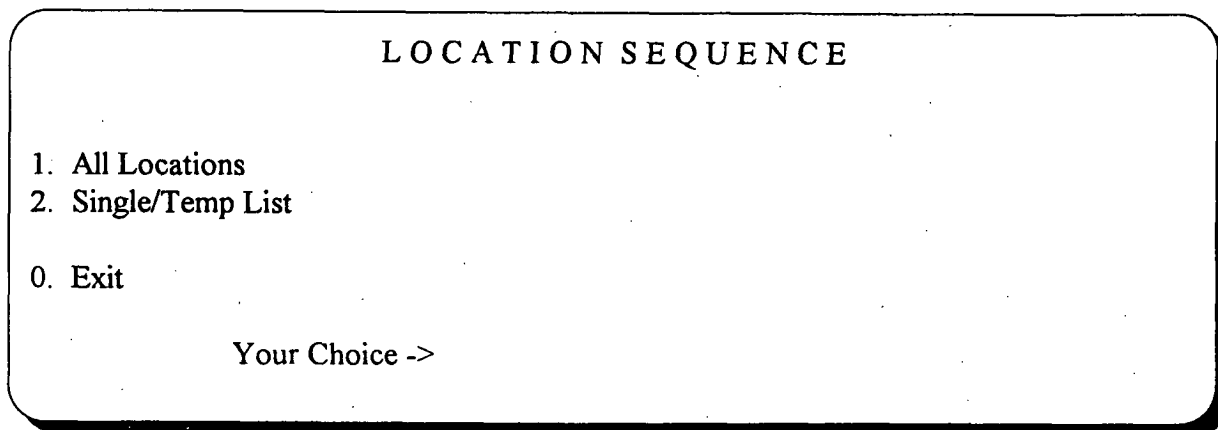 (2) Option 2 will print only those PCN's previously marked as required by the unit.

  (3) Option 3 will prompt for a PCN 3 digit prefix. It will print all PCN's, marked as held/required by the unit within that PCN prefix group. A maximum of 100 PCN prefix numbers may be entered. Appendix E contains a complete cross-reference list of all PCN prefixes to their respective title/type of publications.

 b. Before anything can be printed, the printer must be setup/selected. The first screen the user will see after the Sub-Sub-Menu will be one wherein a printer is selected and "Compressed Print" and "Wide Carriage" capable are selected/deselected. If the printer setup is not completed properly, this will result in various problems ranging from no print to various elements of data not printing. Once the printer has been selected, you will be able to continue printing the selected report.

 c. After the printer is setup, another screen will be issued for selecting unit data or blank form. If unit data is selected, all data from the PL and library files will be printed. If blank form is selected, underlines will be placed in the PL and unit library columns. This listing is used as an initial checklist when first using the program or to give to another section for its use.

 d. Upon completion of printing, the user will automatically be returned to the "Make Reports" menu.

5.3.2.4 <u>Location Sequence</u>. The fourth option on the Make Reports menu, Location Sequence, presents the user with a sub-sub-menu similar to the one in Figure 5-15 following:

```
            LOCATION SEQUENCE


  1. All Locations
  2. Single/Temp List

  0. Exit


        Your Choice ->
```

Figure 5-15 Make Reports, Location Sequence, Sub-Sub-Menu.

    a. The Location Sequence, Sub-Sub-Menu, offers 2 additional options for printing all PCN's at all locations, or only selected locations as required.

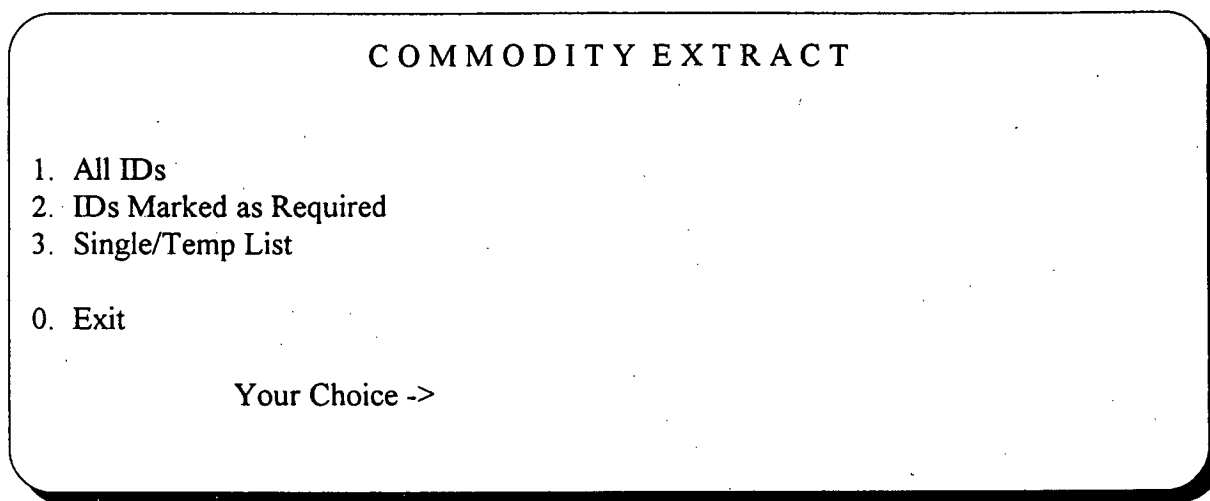   (1) Option 1 will print all Locations

        (2) Option 2 will print only selected locations, up to 100 locations may be entered.

    b. Before anything can be printed, the printer must be setup/selected. The first screen the user will see after the Sub-Sub-Menu will be one wherein a printer is selected and "Compressed Print" and "Wide Carriage" capable are selected/deselected. If the printer setup is not completed properly, this will result in various problems ranging from no print to various elements of data not printing. Once the printer has been selected, you will be able to continue printing the selected report.

    c. After the printer is setup, another screen will be issued for selecting unit data or blank form. If unit data is selected, all data from the PL and library files will be printed. If blank form is selected, underlines will be placed in the PL and unit library columns. This listing is used as an initial checklist when first using the program or to give to another section for its use.

    d. Upon completion of printing, the user will automatically be returned to the "Make Reports" menu.

5.3.2.5 <u>Commodity Extract</u>. The fifth option on the Make Reports menu, Commodity Extract, presents the user with a sub-sub-menu similar to the one in Figure 5-16 following:

```
          C O M M O D I T Y   E X T R A C T


    1.  All IDs
    2.  IDs Marked as Required
    3.  Single/Temp List

    0.  Exit


            Your Choice ->
```
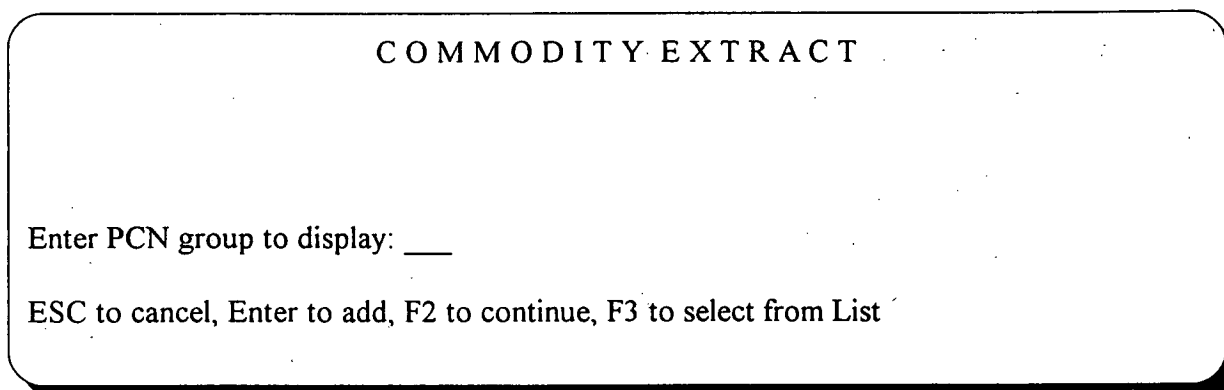
Figure 5-16 Make Reports, Commodity Extract, Sub-Sub-Menu.

a. Selecting Option #1, "All IDs," results in an option screen similar to figure 5-17. At this screen the user has three choices.

(1) Enter the prefix of the PCN group to display. Up to 20 PCN groups may be printed/displayed at one time. Press enter after each group prefix is typed and then press F2 after all have been entered.

(2) Press "F2" Key to continue.

(3) Press "F3" Key to see a list of the PCN groups from which selections may be made.

```
          C O M M O D I T Y  E X T R A C T




    Enter PCN group to display: ___

    ESC to cancel, Enter to add, F2 to continue, F3 to select from List
```

Figure 5-17 Make Reports, Commodity Extract, All IDs, Sub-Sub-Sub Menu.

b. Here the user types in the PCN's prefix/group number and presses enter and then "F2." After the "F2" key is pressed, the user will be presented with another screen similar to figure 5-18:

```
COMMODITY EXTRACT

ESC to cancel or F2 to begin printing
```

Figure 5-18 Make Reports, Commodity Extract, All IDs, Print Menu.

(1) Here the user can either return to the "Make Reports" Sub-Menu by pressing the Escape (ESC) key or the user can continue with the print process by pressing the F2 key.

(2) Pressing F2 will result in yet another screen whereat the user may select a printer, continue with the print process using the default printer, or escape to the Make Reports Sub-Menu.

(3) Selecting a printer or continuing with the default printer will result in a report in a format similar to that at figure 5-19.
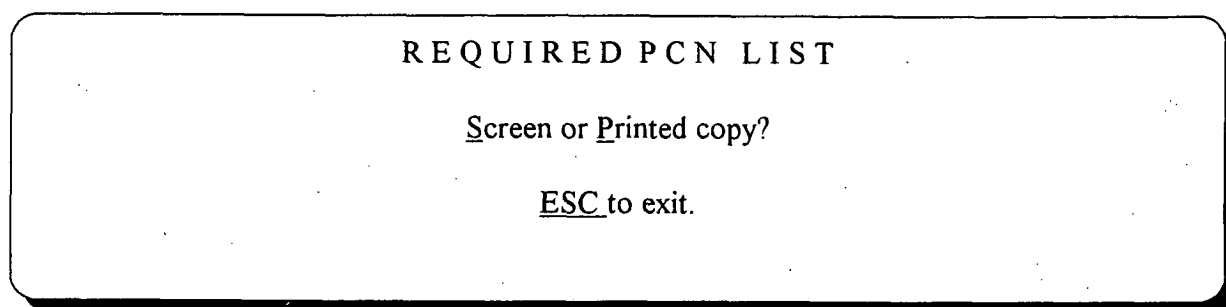
```
PUBLICATION DATA SHEET/INVENTORY CONTROL FORM      REF: MCO P4790.2_        SL 1-2 DATE: 1 OCT 95.
----------------------------------------------------------------------------------------------------
ID NR   ITEM    PUBLICATION               TAMCN   DATE      CHANGES
----------------------------------------------------------------------------------------------------
01210A  JACK HD HYD 10 TON CAP M-780      C5080
        FSC 4910-IL M/F                           1 MAY 91
----------------------------------------------------------------------------------------------------
01281B  TRESTLE MOTOR VEHICLE MAINT       K4901
        FSC 4910-IL M/F                           1 MAY 91
```

Figure 5-19 Make Reports, Commodity Extract, All IDs, Report.

c. If the user presses the F3 key, a list of PCNs in prefix sequence will be presented. Here the user can select a PCN group by scrolling the list using the "Up/Down" arrow keys to highlight the appropriate group and then press enter to select it. Once all groups have been selected (Up to twenty may be selected per report), the user presses the "F2" Key. After the "F2" key is pressed, the user will be presented with the print option screen similar to figure 5-18, a print control screen similar to that described in 5.3.2.5.b(2) preceding, and subsequently a report in the format depicted in figure 5-19.

d. Upon completion of printing, the user will be returned to the Make Reports Sub-Menu.

5.3.2.6 <u>Required PCN List</u>.   The sixth option on the Make Reports menu, "Required PCN List" presents the user with a sub-sub-menu similar to the one in Figure 5-20 following:

R E Q U I R E D   P C N   L I S T

<u>S</u>creen or <u>P</u>rinted copy?

<u>ESC</u> to exit.

Figure 5-20 Make Reports, Required PCN List, Screen or Print control screen.
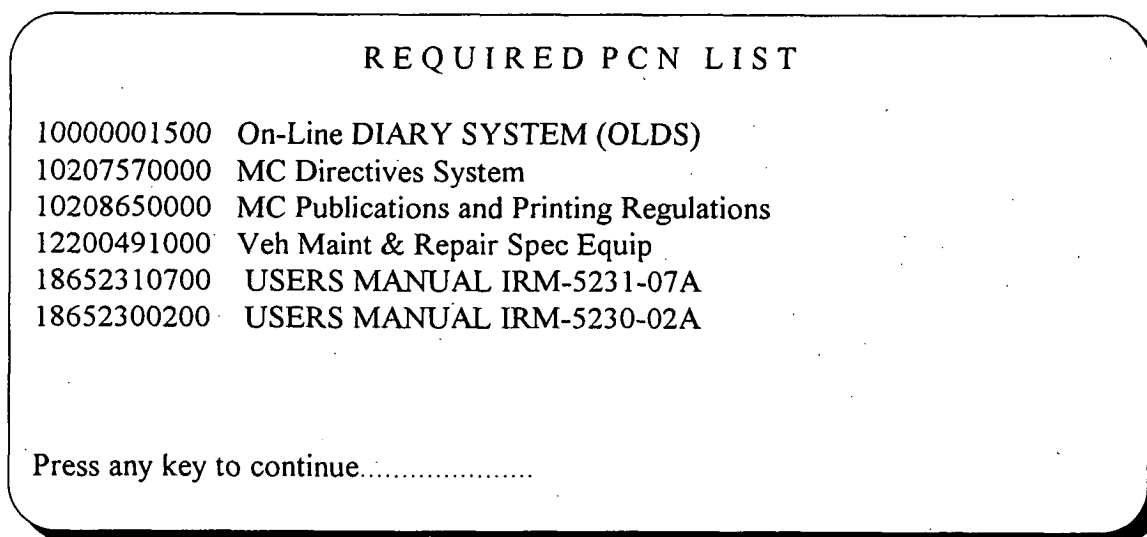

a. Here the user can exercise one of three options:

(1) By pressing the "S" key, the user can display a list of the units "Required" PCNs on the screen.

(2) By pressing the "P" key, the user can send the list directly to print.

(3) By pressing the "ESC" (escape) key, the user can exit the screen and return to the Make Reports Sub-Menu.

b. Pressing either the "S" or "P" key's will generate a report similar in format to that depicted in figure 5-21.
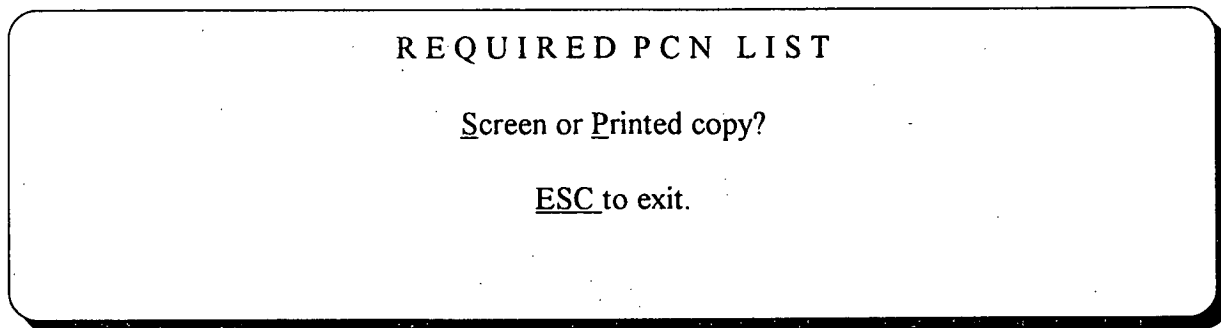
R E Q U I R E D   P C N   L I S T

```
10000001500   On-Line DIARY SYSTEM (OLDS)
10207570000   MC Directives System
10208650000   MC Publications and Printing Regulations
12200491000   Veh Maint & Repair Spec Equip
18652310700   USERS MANUAL IRM-5231-07A
18652300200   USERS MANUAL IRM-5230-02A
```

Press any key to continue....................

Figure 5-21 Make Reports, Required PCN List, Report Format.

5.3.2.7 Required ID List. The seventh option on the Make Reports menu, "Required ID List" presents the user with a sub-sub-menu similar to the one in Figure 5-22 following:

REQUIRED PCN LIST

Screen or Printed copy?

ESC to exit.

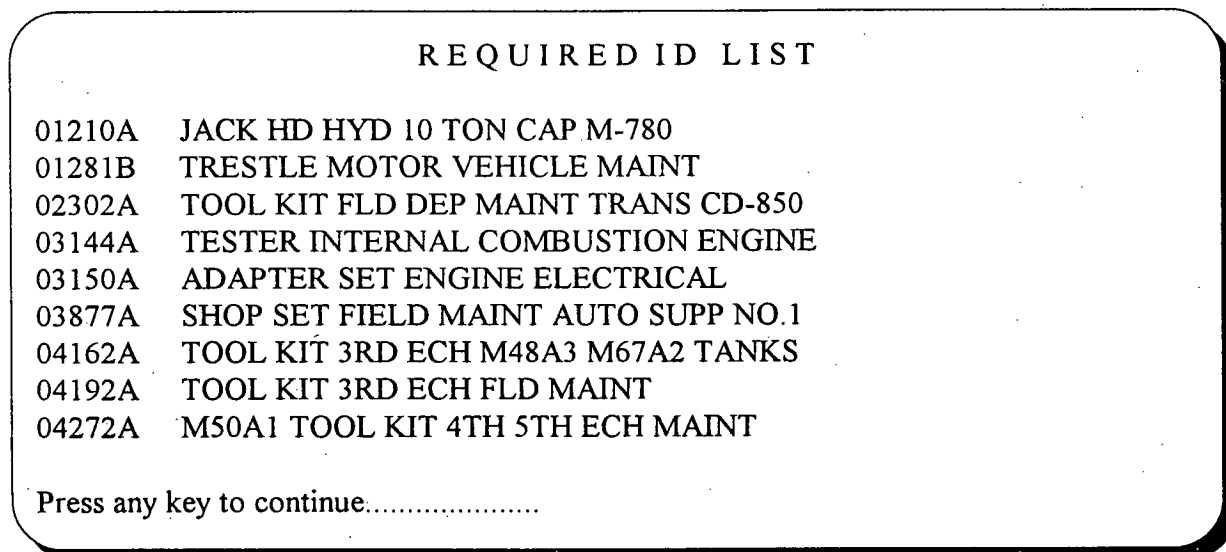Figure 5-22 Make Reports, Required ID List, Screen or Print control screen.

a. Here the user can exercise one of three options:

(1) By pressing the "S" key, the user can display a list of all ID numbers in ascending order that have been marked as required to hold.

(2) By pressing the "P" key, the user can send the list directly to print.

(3) By pressing the "ESC" (escape) key, the user can exit the screen and return to the Make Reports Sub-Menu.

b. Pressing either the "S" or "P" key's will generate a report similar in format to that depicted in figure 5-23.

REQUIRED ID LIST

01210A	JACK HD HYD 10 TON CAP M-780
01281B	TRESTLE MOTOR VEHICLE MAINT
02302A	TOOL KIT FLD DEP MAINT TRANS CD-850
03144A	TESTER INTERNAL COMBUSTION ENGINE
03150A	ADAPTER SET ENGINE ELECTRICAL
03877A	SHOP SET FIELD MAINT AUTO SUPP NO.1
04162A	TOOL KIT 3RD ECH M48A3 M67A2 TANKS
04192A	TOOL KIT 3RD ECH FLD MAINT
04272A	M50A1 TOOL KIT 4TH 5TH ECH MAINT

Press any key to continue....................

Figure 5-23 Make Reports, Required ID List, Report Format.

5.3.2.8 <u>Non Equipment Associated</u>. The eighth option on the Make Reports menu, "Non Equipment Associated" presents the user with a sub-sub-menu similar to the one in Figure 5-24 following:

> ### N O N   E Q U I P M E N T   R E L A T E D
>
> Press F2 for Unit data, F3 for blank form

Figure 5-24 Make Reports, Non Equipment Associated, Sub-Menu, Print Control Screen.

a. Here the user can exercise one of three options:

(1) By pressing the "F2" key, the user can print a list of all Non Equipment Associated PCNs in ascending order that have been marked as required to hold.

(2) By pressing the "F3" key, the user can print a blank inventory form.

(3) By pressing the "ESC" (escape) key, the user can exit the screen and return to the Make Reports Sub-Menu.

b. Pressing the "F2" key will generate a report similar in format to that depicted in figure 5-25.

PUBLICATIONS DATA SHEET/INVENTORY CONTROL FORM   SL 1-3 DATE: 01 OCT 95

Publication Title	PCN	Date	CMD PL	UNIT IDL	PUB REQR	QTY REQR	QTY O/H	Location	QTY On Order Doc Num
On-LINE Diary System (OLDS)									
UM-OLDS	10000001500	18 Apr 86	2	1	Y	1	1	ADMIN	0
ERRATUM	10000001580	12 Aug 86	1	1	Y	1	1	ADMIN	0
VEH Maint & Repair Spec Equip									
FSC 4910-IL M/F	122004910000	LATEST	7	0	Y	2	2	SUPPLY	0
						2	2	ADMIN	
						1	1	ARDE	
						2	0	ARDF	
						0	2	ARDC	

Page 1 of _____

Figure 5-25 Make Reports, Non Equipment Associated, Report Format.

c. Pressing the "F3" key will generate a blank publications inventory form similar in format to the report depicted in figure 5-25. This blank form can be used to manually record inventory results.

5.3.3 Quarterly Reconciliation. The third option on the PLMS Main Menu is for "Quarterly Reconciliation." After installation of the PLMS quarterly update, each section must update its library to ensure publications held are current. During the update process, the unit library and the IDs required to hold files are compared to an abstract of the SL 1-2 and the SL 1-3. The quarterly reconciliation will produce a listing identifying:

a. All PCNs currently listed on the local file as required that have been deleted from the system. User must remove these publications from master directives file and any/all section work files.

b. All PCNs currently listed as required that have had changes incorporated in a reprint. If there is an outstanding order in MCPDS or an outstanding document number in supply, they must be canceled.

c. All PCNs currently listed on the local file as required that has been subject to a date change on the basic publication. This will in effect cause PLMS to delete all changes and cancel outstanding orders of changes that were incorporated. The user must verify that any on hand copies are current.

d. All new change PCNs, where basic publications were subject to changes since the last PLMS quarterly update. User must input an order to MCPDS for these change PCNs.

e. Once the reconciliation process is complete, the user will be returned to the reconciliation menu.

5.3.4 Order Publications. The fourth option on the PLMS Main Menu is "Order Publications" This option was used extensively in the years prior to the implementation of the on-line order process in MCPDS. Since the successful fielding of the online ordering process all publications must be ordered using MCPDS. The MCPDS has effectively rendered the PLMS order process obsolete and it is no longer used. However, it can be used in conjunction with the "Receipt for Pubs" and "Quarterly Reconciliation" processes as an internal tool to ensure required publications are in fact either on hand or on order. When selected, the "Order Publications" option will in turn present the user with yet another menu similar to that in figure 5-26 whereat the user types the corresponding number for the desired option and then presses enter. Each of the six options require use of a courier diskette created by the supply office. This diskette, in times past, was the vehicle by which a section would communicate its publication requirements to the supply office where they would be consolidated with other unit requirements and forwarded to the supporting SASSY Management Unit (SMU) for processing in SASSY. This is the part of the process that is no longer followed. All publication orders must be keyed into the MCPDS, and this is normally accomplished by the DCP.
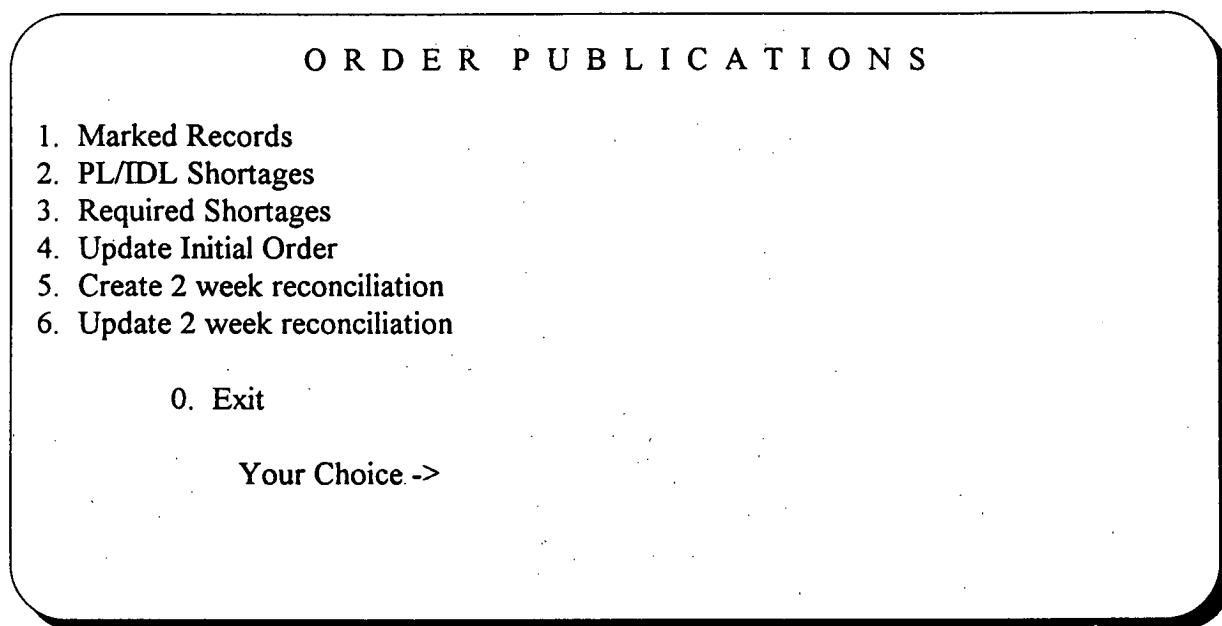
```
 _____
/                                                \
|          O R D E R   P U B L I C A T I O N S    |
|                                                 |
|   1.  Marked Records                            |
|   2.  PL/IDL Shortages                          |
|   3.  Required Shortages                         |
|   4.  Update Initial Order                        |
|   5.  Create 2 week reconciliation                |
|   6.  Update 2 week reconciliation                |
|                                                 |
|          0.  Exit                                |
|                                                 |
|          Your Choice ->                          |
|                                                 |
_____/
```

Figure 5-26 Order Publications Sub-Menu.

5.3.4.1 <u>Marked Records</u>. The first option of the "Order Publications" sub-menu is for "Marked Records." This option:

     a. Writes to the courier diskette a publication order for all PCNs with an order quantity greater than 0 that do not have a document number assigned.

     b. Generates a listing of the PCNs and the quantities ordered.

     c. In times gone by this diskette would be given to the supply office where the requirements recorded thereon were combined with other sections' requirements. Today, the list can used as a source document for keying requirements into MCPDS.

     d. Upon completion, the user will be returned to the Order Pubs menu.

5.3.4.2 <u>PL/IDL Shortages</u>. The second option of the "Order Publications" sub-menu is for "PL/IDL Shortages." This option:

     a. Checks all records in the library and writes to the courier diskette a publication order for all PCNs where the unit library quantity is greater than zero and the on hand quantity is less than the IDL's requirement quantity and the PCN is marked as required to hold with no outstanding document number recorded.

     b. Generates a listing of the PCNs and the quantities ordered.

c. In times gone by this diskette would be given to the supply office where the requirements recorded thereon were combined with other sections' requirements. Today, the list can used as a source document for keying requirements into MCPDS.

d. Upon completion, the Order Pubs menu will display.

5.3.4.3 <u>Required Shortages</u>. The third option of the "Order Publications" sub-menu is for "Required Shortages." This option:

a. Checks all PCN records in the library. If the on hand quantity is less than the required quantity and no outstanding document number is recorded, a publications order will be written to diskette for the shortage quantity.

b. Generates a listing of the PCNs and the quantities ordered.

c. In times gone by this diskette would be given to the supply office where the requirements recorded thereon were combined with other sections' requirements. Today, the list can used as a source document for keying requirements into MCPDS.

d. Upon completion, the user will be returned to the Order Pubs menu.

5.3.4.4 <u>Update Initial Order</u>. The fourth option of the "Order Publications" sub-menu is for "Update Initial Order." This option:

a. In the past, when the courier diskette created in paragraphs 5.3.1 through 5.3.3 preceding was returned from supply and inserted into the default diskette drive, this option recorded on the unit library file the document numbers assigned by supply. Today this can be done manually using option A of the Supply Options Sub-Menu. Refer to paragraph 5.3.8.10 following for more details.

b. Upon completion, the user will be returned to the Order Pubs menu.

5.3.4.5 <u>Create 2 week reconciliation.</u> The fifth option of the "Order Publications" sub-menu is for "Create 2 week reconciliation." This option:

a. Will create a courier diskette of all pending document numbers that can then be used for reconciliation with supply.

b. Upon completion, the user will be returned to the Order Pubs menu.

5.3.4.6 <u>Update 2 week reconciliation.</u> The sixth option of the "Order Publications" sub-menu is for "Update 2 week reconciliation." This option:

a. Records on the unit library file the current status of publication orders held by supply.

    b. Generates a listing of all outstanding orders and their respective supply status.

    c. Upon completion, the user will be returned to the Order Pubs menu.

5.3.5 <u>Edit Basic Unit Data</u>. The fifth option on the PLMS Main Menu is "Edit Basic Unit Data." This option is used to setup the PC for the specific section in which it will be used. The data input will establish the screens and library indexes to be used on the PC. When selected, the "Edit Basic Unit Data" option presents the user with a data entry screen similar to that in figure 5-27.

```
          E D I T   B A S I C   U N I T   D A T A

 Unit Activity Account Code:

 Unit Doc ID Location:

 DCP Name:

 Supplementary Address:

 IACN:

 Priority:

 Media Status:

 Add CRLF to A41003:

 ┌──────────────────────────────────────────────────────────┐
 │ Identifies unit for billing purposes, ask unit supply     │
 └──────────────────────────────────────────────────────────┘

 Press F2 when completed
```

Figure 5-27: Edit Basic Unit Data, data entry screen.

    a. The cursor can be moved/jumped from one input field to another by pressing enter or by using the "Up" & "Down" arrow keys. With each movement between fields the explanatory information that appears in the lower box will change providing a cursory explanation of the entry for that particular field. The example in figure 5-27 is the actual PLMS explanation for the first entry block. More detailed explanations are:

(1) Unit Activity Account Code: The six digit Department of Defense Activity Address Code (DODAAC) for the PARENT unit as it appears in the Department of Defense Activity Address Directory (DoDAAD) (e.g., the Battalions DODAAC).

(2) Unit Doc ID Location: **No longer required, use either choice.**

(3) DCP Name: The name or code by which the DCP identifies your group, section, or publications location. Ten character spaces are available for this entry (e.g., in this field enter DCP for the DCP's PC, Supply for the supply PC where the courier diskettes will be created/consolidated, and/or commodity areas by name or organizational code like Armory, MotorT, Company A, etc......).

(4) Supplementary Address: **No longer required,** recommend using a standard three to six alpha character abbreviation for the section (e.g., MAINT, ARMORY, Sup, etc.).

(5) IACN: The seven digit Individual Activity Control Number assigned to the PARENT unit by Headquarters Marine Corps for the purpose of ordering and controlling publications.

(6) Priority: **No longer required, use any choice.**

(7) Media Status: **No longer required, use either choice.**

(8) Add CRLF to A41003: **No longer required, use either choic**

(9) Press F2 when changes are completed: Once all entries have been made, pressing the F2 key will update the system and return the user to the main menu.

b. In times past the above entries were critical, however, the incorporation of on-line publication ordering in MCPDS rendered the PLMS order process obsolete, subsequently most of the above entries are no longer used. However, many of the supply options can be used in conjunction with the "Receipt for Pubs" and "Quarterly Reconciliation" processes as internal tools to ensure required publications are in fact either on hand or on order.

c. Any changes made to any of the fields are automatically and immediately implemented. This means there is no requirement to reinstall to change a sections code, name, or status. When you exit PLMS, the system will acknowledge the changes and prompt you to reset, insert a new disk, or continue to update the section data on both the unit library diskette and the section library diskettes.

5.3.6 <u>Save PL Changes to Disk</u>. The sixth option on the PLMS Main Menu is "Save PL Changes to Disk." Choose this option to save Unit PL changes to diskette without exiting the program. Recommend you use this option frequently whenever you are making a great number of changes, if you have power problems, or must leave your PC for a period of time.

5.3.7 <u>Save Library Changes to Disk</u>. The seventh option on the PLMS Main Menu is "Save Library Changes to Disk." Choose this option to save IDL and Library changes to diskette without exiting the program. Recommend you use this option frequently whenever you are making a great number of changes, if you have power problems, or must leave your PC for a period of time.

5.3.8 <u>Supply Maintenance</u>. This option is no longer used by most activities. Available only on PCs setup as the supply PC. Selection of this option will present the user with a sub-menu similar to that in figure 5-28. Since implementation of MCPDS, SASSY is no longer used for ordering publications and PLMS courier diskettes are no longer created. However, many units have indicated they still utilize portions of "Supply Maintenance" for internal control. To this end the following option descriptions, albeit brief, are provided.

```
               SUPPLY  OPTIONS


   1.  Assign Document Numbers
   2.  Create SMU Courier
   3.  Two week Section Update
   4.  45 day Status Request
   5.  6 month Back Order List
   6.  Enter Cancellations
   7.  Enter Received Status
   8.  Enter Receipt Of Pub
   9.  List Outstanding Orders
   A.  Manual Requisitions
   B.  Manual History Input
   C.  Manual Delete Record
   D.  Manual Review Record
   E.  Compact Database


   0.  Exit
               Your Choice ->
```

Figure 5-28: Supply Maintenance, Sub-Menu.

5.3.8.1 <u>Assign Document Numbers</u>: Used to assign MILSTRIP/SASSY compatible document numbers to each publication requisition. The courier diskette records the transactions as individual records to which a four digit number is sequentially assigned. When the records are uploaded at the SMU, the Julian date is imposed in card columns 36 - 39 of the requisition. To accomplish the document number assignment process, perform the following:

    a. Insert a SASSY system A41003 courier diskette into the designated default drive.

b. A prompt displaying today's (default) Julian date will appear. It can be changed by over-typing a different Julian date.

c. A prompt displaying the next sequential document number will appear. It can be changed by over-typing any value between 1 and 1999.

d. All publications requested by the unit will be assigned a unique, sequential document number for tracking purpose. The assigned number will be stored on the courier and a copy of each transaction will be added to the Supply pending order file.

e. Upon completion, the user will be returned to the Supply Options menu.

5.3.8.2 <u>Create SMU Courier</u>. In times past, used to create a MILSTRIP/SASSY compatible publications transaction courier diskette. The courier diskette itself was created by the SMU for the Unit DCP. It was created in what was known as the A41003 format, and was the vehicle/device used to deliver transactions to the SMU. To create a publications courier diskette perform the following:

a. Insert a SASSY system A41003 courier diskette into the designated default drive.

b. Press enter at the prompt. All publications from the pending order file will be transferred to the courier diskette and a transaction list will be printed.

c. Each document will be added to the pending requisition file.

d. Upon completion, the user will be returned to the Supply Options menu.

5.3.8.3 <u>Two week Section Update</u>. This step can only be performed after supply status has been downloaded from the SMU using the courier diskette. After that has been accomplished, the status can be disseminated to the individual sections using the sections courier diskettes. To distribute status to the sections, perform the following:

a. Insert the sections courier disk into the designated default drive.

b. At the prompt, press enter. All publication transactions on the courier will be updated to show the current status from the supply files. A listing will be printed.

c. Upon completion, the user will be returned to the Supply Options menu.

5.3.8.4 <u>45 day Status Update</u>. This step should only be performed after supply status has been downloaded from the SMU using the unit courier diskette. After that has been accomplished and the status has been disseminated to the individual sections, a courier diskette can be generated for all transactions over 45 days old that have not been subject to any form of status in the period. This process will produce follow-up transactions to the system for these aged transactions. To create the follow-up diskette, perform the following:

a. Insert a SASSY system A41003 courier diskette into the designated default drive.

b. At the prompt press enter. All publications from the supply file that have a status date greater than 45 days old or have not had any status and are 45 days old or older will be transferred to the SMU courier. The proper follow up code will be generated based on the previous status (e.g., "A0D" requisitions with no status will generate "ATD" transactions while "A0D" requisitions with status that is 45 days old or older will generate an "AF1" transaction). Documents showing "BA" supply shipping status over 45 days old where the publications not yet received will be closed out and a new "A0D" transaction will be generated.

c. A transaction list will be printed.

d. Upon completion, the user will be returned to the Supply Options menu.

5.3.8.5 6 month Back Order List. This step should be performed at least once every six months. This step will assist the DCP to verify all required publications are either on hand or on order. However, this process will not function unless the DCP has been diligent in posting requirements, status, and receipts in the PLMS. Often, since the implementation of online ordering in MCPDS, the DCP will process requirements in MCPDS and not in PLMS. Then the DCP will attempt to utilize the PLMS Back Order Validation (BOV) process and discover it will not work because the DCP failed to record publication orders processed in MCPDS in PLMS. To use the PLMS BOV to verify internal requirements are on order, perform the following:

a. Select option #5. A listing of all outstanding documents will be printed in ascending document number sequence.

b. Compare this list, by PCN, to outstanding orders in MCPDS.

c. Order those publications listed as required but are not on order in MCPDS.

d. Cancel those publications orders outstanding in MCPDS that are not required.

e. Using options 6 and 7, record appropriate status and current Julian date for those publication orders both outstanding in PLMS and MCPDS.

f. Upon completion, the user will be returned to the Supply Options menu.

5.3.8.6 Enter Cancellations. This option is used to record cancellation of publications orders.

a. At the document number prompt, type in the document number to cancel. If the document number is not found an error message will appear.

b. The request for cancellation will be added to the pending order file and will be included in the next creation of the SMU courier disk.

c. By leaving the document number blank and pressing enter, the user will be returned to the Supply Maintenance main menu.

5.3.8.7 <u>Enter Received Status</u>. This option is used to record supply status.

a. At the document number prompt, type in the document number to post status. If the document number is not found an error message will appear.

b. At the appropriate prompts, enter the current status and status date.

c. By leaving the document number blank and pressing enter, the user will be returned to the Supply Maintenance main menu.

5.3.8.8 <u>Enter Receipt of Pub</u>. This option is used to record receipt of a publication.

a. At the document number prompt, type in the document number to post a receipt. If the document number is not found, an error message will appear.

b. At the appropriate prompts, enter the received status and received date. The receipt will be posted to the supply records and maintained.

c. After each entry, the document numbers, Julian date, and received date of the previous document will reappear as the new prompt. In this manner, large bulk groups received at the same time may be updated quickly by entering the last four digits of the document number and pressing the enter key twice. These values may be removed by pressing the BackSpace key or by over-type.

d. By leaving the document number blank and pressing enter, the user will be returned to the Supply Maintenance main menu.

5.3.8.9 <u>List Outstanding Orders</u>. This option can be used to print a list of all outstanding publication orders recorded in PLMS.

a. Select option #9 and press enter. A listing of all document numbers and associated trailer records for orders not yet received will be printed.

b. The user will be returned to the Supply Maintenance main menu.

5.3.8.10 <u>Manual Requisitions</u>. This option can be used to manually input outstanding orders.

a. At the appropriate prompts, enter Julian Date and document serial number.

b. A screen will display for the entry of a requisition. Default data will already be completed. Therefore you need only fill in the PCN, quantity, and Distribution Code. If you need to change any default data, you may do so by selecting the field number displayed on the screen.

c. To return to the Supply Maintenance Sub-menu, enter "N" in response to "Is the next transaction an AOD?"

5.3.8.11 <u>Manual History Input</u>. This option can be used to manually input status.

a. Type in required information at the displayed prompts (e.g., Julian Date, Document serial number, PCN and quantity data will display on the screen for the pubs clerk to enter).

b. By leaving the prompts blank and pressing enter, the user will be returned to the Supply Maintenance main menu.

5.3.8.12 <u>Manual Delete Record</u>. This option allows you to delete records that are no longer needed in the database. However, entries that have been recorded as received at the supply section will not be removed automatically from the database. These will have to be receipted for on the sections library disk.

a. Type in the document number to delete at the displayed prompt.

b. By leaving the prompt blank and pressing enter, the user will be returned to the Supply Maintenance main menu.

5.3.8.13 <u>Manual Review Record</u>. This option allows you to review records. Selecting this option will result in a display similar to that in figure 5-29.

a. You can over-type the document number to see a specific record.

b. You can use the "Hot-Keys" indicated at the bottom of the screen.

```
Key:       61090001
NewKey:
PCN:       10207570000
Quantity:  1
SupAddr:   YARDF
IACN:      7000111
Cancel:    0
Stat:             Date:     0
Stat:             Date:     0
Date Rcvd:    0


F2 Exit     F3 Delete  F5 Search   F9 Prev Record   F10 Next Record
```

Figure 5-29: Supply Maintenance, Manual Review Record, display.

5.3.8.14 <u>Compact Database</u>. This option allows you to compact the data base. A space utilization ratio equal to approximately 2 - 1 can be realized. Selecting this option will result in a display similar to that in figure 5-30.

Standby, file reorganization in progress................

Reading Record: 2999

Figure 5-30: Supply Maintenance, Compact Database, display screen.

5.3.9 <u>Save Supply Library Changes to Disk</u>. Choosing this option will save all files with changes to diskette without requiring you to exit the system.

APPENDIX A
THE PLMS READ.ME FILE and DISTRIBUTION DISKETTES

1. The READ.ME file contains some important information that all users of PLMS will find helpful.

2. You can use any DOS or Windows based text editor or word processor to read the "READ.ME" file. To read the file using the DOS Editor:

    a. At the DOS prompt, type "edit READ.ME".

    b. Press "enter".

    c. The DOS Editor screen should appear with the text contained within the READ.ME. To scroll through the text you can use either the up, down, left, or right arrow keys or you can use the Page-Up and Page-Down keys.

    d. To print the file hold down the Alt key and press the "F" key. Within the Editor's pop-down menu window, you will be presented with those and other options.

3. To read the file using Windows Note Pad do the following:

    a. Double-Click on the "Accessories" icon.

    b. Double-Click on the "NotePad" icon.

    c. Within the Notepad Pop-down window, click on "File."

    d. Within the File Pop-down Menu, click on "open."

    e. Within the Pop-Down "Open" Control Box, use the cursor arrow/pointer to click on the "List Files of Type:" located at the bottom left hand corner. Then click on the "down-arrow" located just to the right of the box. Then click on "All Files (*.*)". The words "All Files (*.*)" should appear in the "List Files of Type:" box. This indicates that windows will display all files in the files window.

    f. Within the Pop-Down "Open" Control Box, use the cursor arrow/pointer to click on the "C:\" next to the small "folder" icon in the right hand interior box located under "directories".

    g. Using the cursor arrow/pointer click on and drag down the "small square box" inside the "scroll bar" of the directories control box. You should see the list of your primary directories scroll upwards as you pull/drag the small square box downward.

h. Drag the box downward until the "PUBS" directory appears. **Double-Click** on the "PUBS" directory. The files in the PUBS directory should appear in the left hand interior box. If all previous steps were completed successfully, the "**Read.Me**" file should appear.

i. Click on "**READ.ME**" then click on "**OK**".

j. The text of the "**READ.ME**" file should appear in the "**Notepad**" window. For easier reading, click on the small upward pointing arrow in the upper right hand corner of the "**Notepad**" window. This should cause the "READ.ME" file to fill the screen as the "Notepad" window expands. To print the text, click on "**File**" and then click on "**Print**" in the pop-down menu.

4. The PLMS READ.ME File:

a. Appended/added special or helpful explanatory notes and comments have been embedded in $_{Subscript\,Bold\,Italic}$ text. These notes do NOT appear in the actual READ.ME file. They have been added here to provided additional information. It is important to note that PLMS is a DOS based application, and the READ.ME file instructions are DOS based. These instructions presume the user knows how to execute rudimentary commands from the DOS prompt.

From this point on, all text in normal type face is representative of that in the READ.ME file, while all/any added comments or text will appear in $_{Subscript.}$

•••••••••••••••••• *The first line of the file* ••••••••••••••••••

Note that the first line tells you how to exit/escape from PLMS.

*** TO EXIT THIS SYSTEM AT ANY TIME, PRESS ALT/F AND THEN X ***

This paragraph identifies PLMS and its Sponsor.

NOTE: The Publications Library Management System (PLMS) is officially sponsored by HQMC (Code ARD) as of 17 August 1995.

        POC is HQMC, ARD
        DSN: 224-1712/13
        Comm: (703) 614-1712/13
        Email: GISD0Z@ARD@HQMC

Now a line authorizing reproduction and distribution.

These are Marine Corps written programs. Please feel free to pass them to any Marine Corps unit in your jurisdiction.

Note the instruction concerning reporting of data errors. Use the NAVMC 10772 ONLY to reports errors in DATA, not the PLMS. Data errors to be reported are those contained in the SL1-2/1-3 NOT PLMS. PLMS is just an electronic copy of the SL1-2/1-3, so if data errors are present then they may also exist within the SL 1-2/1-3. Report problems with PLMS to HQMC ARDF (703) 614-1712/1713 ext #140, or DSN 224-1712/1713 ext #140.

Corrections to the data listed must be sent using a NAVMC 10772 to MCLB Albany through regular methods.

Now a information statement addressing problems customers have reported having with PLMS. Similar problems have occurred in units where several non-standard TSR's are being loaded during power-up and/or boot-up. If this is a problem in your unit, see the section on "Removing Virus Protection and TSR's" at the end of the PLMS instructions.

Several people have called indicating a problem with the screen locking up at various stages. The exact cause has not been determined, but it appears to be related to having VSHIELD (a memory virus scanner) resident. This program detects reading and writing to the disk and treats it as a virus attack and locks the CPU to protect your hard disk. If you are experiencing this symptom, try running the program without VSHIELD to see if it corrects the problem.

The next line tells you the currency of the data, in this instance the data contained within PLMS is predicated upon the SL 1-2/1-3 of 1 Oct 1995.

SL 1-2/1-3 data is current from 1 October 1995 Microfiche.

The next line tells you there is another self-extracting compressed file included. This is the file that will perform the second phase of the installation.

A SINGLE ATTACHED, SELF-EXTRACTING FILE, PLMSFILE.EXE IS SUPPLIED.

The next line identifies the file, its size and date and time created.

PLMSFILE.EXE 1342947 10-01-95 12:38a

The next line, albeit cryptic, is the instruction on how to execute the self-extracting file. This instruction applies to execution from the DOS prompt. These instructions presume the user knows how to execute the command from the DOS prompt. The instructions provided following the READ.ME file, are for execution under Windows 3.1.

SAVE FILE TO YOUR HARD DISK. TYPE IN THE NAME TO EXTRACT THE FOLLOWING FILES:

The name to be typed is the file name "PLMSFILE.EXE" this must be done at the DOS prompt, within the PUBS directory. This instruction applies to execution from the DOS prompt. The READ.ME file's instructions presume the user knows how to execute simple commands from the DOS prompt. The instructions provided following the READ.ME file, are for execution under Windows 3.1.

SL13A	EXE	338,477	10-13-95	1:09p
PUBS	BAT	12	05-20-91	6:40p
SL12P2I	EXE	72,213	10-13-95	1:08p

```
INSTALLA BAT      2,106    10-02-91  2:50a
IDPCN    EXE    130,143    10-13-95  1:09a
INSTALLS BAT      2,199    10-02-91  2:51a
INSTALLX BAT      2,586    10-02-91  2:50a
SL12P2   EXE    202,797    10-13-95  1:08p
PLMSFILE EXE  1,341,947    10-13-95  1:10p
IDPCN2   EXE    118,725    10-13-95  1:09p
SL13AI   EXE    117,556    10-13-95  1:08p
MAIN     EXE    191,242    10-13-95  1:08p
DISKSIZE EXE      3,968    05-20-91  6:39p
INSTALL  BAT      2,478    07-11-93  1:43p
IDXREF   EXE    177,053    10-13-95  1:08p
```

The above list of files is provided for use as a check list to ensure you received a complete copy of the current PLMSZIP.EXE file. The information provided includes the File name, file extension, size in bytes, and the date & time produced. If for any reason your copy of PLMS fails to function correctly, then you can compare the list of programs provided in the READ.ME file to those actually created during extraction and determine if you received a corrupt copy. If you did receive a corrupt copy, perform the download again, then if you receive a second corrupt copy please report that fact to the sponsor.

The following instructions tell you how to make installation diskettes for distributing PLMS. These instructions are provided based upon the most common diskettes. The files must be copied to each diskette in the manner described. These instructions presume the user knows how to execute the DOS copy command from the DOS prompt. The instructions following the READ.ME file, explain how to copy the files to the diskettes using "File Manager" within Windows 3.1, and Drag & Drop in Windows 95.

To make installation disks, copy the attached files as shown
below:

For 5 1/4 inch (360k) :

disk 1   install.bat   *Label the Disk 1 - 6, pay*
          disksize.exe   *particular attention to the*
          pubs.bat   *file names. Be sure to copy*
          main.exe   *to each diskette only those*
                             files indicated for that
disk 2   install.bat   *particular disk.*
          idxref.exe

disk 3   install.bat
          sl12p2.exe

disk 4   install.bat
          sl13ai.exe
          sl12p2i.exe

disk 5   install.bat
          sl13a.exe

disk 6   install.bat
                idpcn.exe
                idpcn2.exe

For 3 1/2 inch (720k):

disk 1   installs.bat as install.bat   *Label these disks 1 - 3*
                disksize.exe   *pay particular attention*
                pubs.bat   *to the file names.*
                main.exe   *Note that in this case*
                idxref.exe   *you are copying installs*
                sl12p2i.exe   *as install.bat without*

                                                          the trailing s.

disk 2   installs.bat as install.bat
                sl12p2.exe
                idpcn2.exe
                sl13ai.exe

disk 3   installs.bat as install.bat
                sl13a.exe
                idpcn.exe

For 3 1/2 or 5 1/4 (HD):

disk 1   installa.bat as install.bat   *Label these disks 1 & 2.*
                disksize.exe   *Again pay particular*
                pubs.bat   *attention to the file*
                main.exe   *names. Here you are to*
                idxref.exe   *copy Installa.bat as*
                idpcn.exe   *Install.bat without the*
                sl12p2.exe   *trailing a.*

disk 2   installa.bat as install.bat
                idpcn2.exe
                sl13a.exe
                sl13ai.exe
                sl12p2i.exe

The following instructions tell you how to install PLMS directly on your hard disk without producing the installation diskettes. The only time it is absolutely necessary to produce the installation/distribution diskettes is when you need to load PLMS to a PC other than the one you downloaded it to. The files are executable files. To properly load PLMS directly to your hard disk you must type the commands (files) precisely as indicated and in the sequence provided, no deviations or PLMS may not function properly. These instructions presume the user knows how to execute commands at the DOS prompt. The instructions following the READ.ME file, will explain how to execute the files/commands using "File Manager" within Windows 3.1.

If copying and installing directly to a hard disk:

In the PUBS directory on your hard disk, type in PLMSFILE
to unarchive PLMSFILE.EXE. Next, type exactly as shown the
files shown below (including the -o which will automatically
override any existing file with the same name):

> MAIN   -o <enter>   *The DOS command would appear as:*
> IDXREF -o <enter>   *"C:\PUBS> MAIN -o" and so on.*
> IDPCN   -o <enter>
> IDPCN2 -o <enter>
> SL12P2 -o <enter>
> SL12P2I -o <enter>
> SL13A   -o <enter>
> SL13AI -o <enter>

The above instructions do not include one step that does occur automatically with the install diskettes. When installing from the diskettes you receive a message that a file named "PUBS.BAT" has been copied into your root directory. When you install directly to your hard disk using the procedure above, you should also copy PUBS.BAT into the root directory. This enables PLMS to be started at the DOS prompt from the root directory. Otherwise you'll have to change directory to the directory PUBS each time you want to run PLMS. Also, it helps avoid run time errors if you add C:\PUBS to the end of your path statement in your AUTOEXEC.BAT file.

After starting up the program and verifying that it runs
correctly, you can delete all 9 of these .exe files. The only
.exe file required to run the program is PUBS.EXE.

The above instructions do not include the PLMS startup command. Again, this is because these instructions are written under the presumption the user posses at least rudimentary understanding of his/her PC and how to operate it. For those of us who may need a bit of a reminder: The file copied into the root directory was "PUBS.BAT," thus the startup and run command is simply "PUBS." At the DOS prompt (from the root if you copied "PUBS.BAT" into the root, or the PUBS directory if you didn't) type the word PUBS folowed by a blank space and then the working drives drive letter followed by a colon (i.e., "PUBS C:") and then press enter.

When installing on a LAN server, be sure that SETATTR +S *.* is
run on the \PUBS directory to allow multiple user access.

The above instructions imply installation on a LAN is almost as simple and straight forward as on your local hard disk. Its not, there are other things the LAN administrator must do prior to loading and after loading. Those things all apply to print control, access authorization, and other LAN administration type things. The LAN administration process is to long and complex (not to mention that few of the LAN'S in use are identically configured) for us to provide detailed LAN setup instructions within this appendix.

For assistance with LAN installation and setup, contact your local TASO, ISA, or ISMO.

*** TO EXIT THIS SYSTEM AT ANY TIME, PRESS ALT/F AND THEN X ***

The above is the last line of the READ.ME file.

APPENDIX B
THE PLMS FILES

1. The PLMS is comprised of several files. Many of which are compressed files only required for downloading through SLS via Banyan Mail. Others are required for distributing PLMS, while others are necessary for its installation. Then there are those necessary for its function. The following is a list of these files in the sequence in which they will be inflated, extracted, or otherwise encountered. The list reflects the file's name, its size expressed in bytes, a description, and a Yes or No as to whether the file is required to be retained after installation. A No in this area indicates the file may be deleted after installation is completed.

File Name	Size bytes	Description or purpose	Required for function
PLMSZIP.EXE	1.3 meg	Compressed file. Downloaded via Banyan Mail and SLS. Self extracting at execution. Inflates: READ .ME OPEN .BAT PLMSFILE.EXE	No
READ.ME	4K	DOS/ASCII Text file. Inflated during extraction of PLMSZIP.EXE. Provides instructions and guidance for installation of PLMS and creation of distribution diskettes.	No
OPEN. BAT	270	DOS Batch file. Inflated during extraction of the PLMSZIP.EXE. Provided for fast installation of PLMS on the local hard drive.	No
PLMSFILE.EXE	1.2 meg	Compressed file. Inflated during extraction of PLMSZIP.EXE. Self extracting at execution. Inflates: PUBS.BAT INSTALLA.BAT INSTALLS.BAT INSTALLX.BAT INSTALL.BAT SL13A.EXE SL12P2I.EXE IDPCN.EXE SL12P2.EXE IDPCN2.EXE SL13AI.EXE MAIN.EXE DISKSIZE.EXE IDXREF.EXE	No

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File Name	Size bytes	Description or purpose	Required for function
PUBS.BAT	12	DOS Batch File. Inflated during extraction of PLMSFILE.EXE Provided as the PLMS execution file.	Yes
INSTALLA.BAT	2.1K	DOS Batch File. Inflated during extraction of PLMSFILE.EXE Provided for use in Installation of PLMS from 3½ inch or 5¼ inch High Density distribution diskettes. Not required after installation.	No
INSTALLS.BAT	2.2K	DOS Batch File. Inflated during extraction of PLMSFILE.EXE Provided for use in Installation of PLMS from 3½ inch 720K Double Density distribution diskettes. Not required after installation.	No
INSTALLX.BAT	2.5K	DOS Batch File. Inflated during extraction of PLMSFILE.EXE Provided for use in Installation of PLMS from 5¼ inch 360K Double Density distribution diskettes. Not required after installation.	No
INSTALL.BAT	2.4K	DOS Batch File. Inflated during extraction of PLMSFILE.EXE Provided for use in Installation of PLMS from 5¼ inch 360K Double Density distribution diskettes. Not required after installation.	No
SL13A.EXE	326K	Compressed file. Inflated during extraction of PLMSFILE.EXE. Self extracting at execution. Inflates: SL1_3A.DAT at approximately 1.2 mega bytes.	No
SL12P2I.EXE	70K	Compressed file. Inflated during extraction of PLMSFILE.EXE. Self extracting at execution. Inflates: SL1_2P2T.IDX at approximately 400K.	No
IDPCN.EXE	128K	Compressed file. Inflated during extraction of PLMSFILE.EXE. Self extracting at execution. Inflates: ID_PCN.DAT at approximately 200K. ID_PCN.IDX at approximately 500K.	No

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File Name	Size bytes	Description or purpose	Required for function
SL12P2.EXE	198K	Compressed file. Inflated during extraction of PLMSFILE.EXE. Self extracting at execution. Inflates: SL1_2P2.DAT at approximately 740K.	No
IDPCN2.EXE	118K	Compressed file. Inflated during extraction of PLMSFILE.EXE. Self extracting at execution. Inflates: PCN_ID.IDX at approximately 440K.	No
SL13AI.EXE	114K	Compressed file. Inflated during extraction of PLMSFILE.EXE. Self extracting at execution. Inflates: SL1_3AT.IDX at approximately 700K.	No
MAIN.EXE	193K	Compressed file. Inflated during extraction of PLMSFILE.EXE. Self extracting at execution. Inflates: PUBS.EXE at approximately 142K. PUBS.OVR at approximately 131K. PUBSUOM.TXT at approximately 60K. PUBSUOM.WPF at approximately 60K. PRTR_PAS.DAT at approximately 1.7K. PCNGROUP.DAT at approximately 7K. SPONSOR.DAT at approximately 2.7K. IDCHANGE.DAT at approximately 16K. PCNCHANG.DAT at approximately 85K DATE.DAT at approximately 2 bytes. TAM_REF.IDX at approximately 58K.	No
DISKSIZE.EXE	3.9K	Executable file. Inflated during extraction of PLMSFILE.EXE. This file is used to detect the available hard drive space. If space available is less than 6.5 megabytes then an error will be returned and installation will stop.	No
IDXREF.EXE	175K	Compressed file. Inflated during extraction of PLMSFILE.EXE. Self extracting at execution. Inflates: IDX_REF.IDX at approximately 265K. IDX_REF.DAT at approximately 470K.	No
SL1_3A.DAT	1.2meg	Data file. Containing information extracted from the SL 1-3	Yes

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File Name	Size bytes	Description or purpose	Required for function
SL1_2P2T.IDX	400K	Index file. Containing sequential information for the SL1-2 data	Yes
ID_PCN.DAT	200K	Data file. Containing cross reference information over SL1-2 pertaining to Equipment ID numbers and the PCNs applicable to the equipment as listed on the SL 1-2.	Yes
ID_PCN.IDX	500K	Index file. Containing sequential information for the SL 1-2 data.	Yes
SL1_2P2.DAT	200K	Data file. Containing information extracted from the SL 1-2 pertaining to PCNs as listed on the SL 1-2.	Yes
PCN_ID.IDX	500K	Index file. Containing sequential information for the SL1-2 data pertaining to PCNs as listed on the SL 1-2.	Yes
SL1_3AT.IDX	700K	Index file. Containing sequential information for the SL 1-3 data pertaining to PCNs as listed on the SL 1-3.	Yes
PUBS.EXE	142K	Executable file. This is the only executable file required to be retained after installation. This is the PLMS executable file.	Yes
PUBS.OVR	131K	Overlay file. This file works with the PUBS.EXE file. This file is required after installation. The PLMS executable will not function without this file.	Yes
PUBSUOM.TXT	60K	This is an abridged User's Manual that is included with every PLMSFILE.EXE. This file is written in standard DOS/ASCII format and can be read and printed by any standard word processor or DOS text Editor.	No
PUBSUOM.WPF	60K	This is an abridged User's Manual that is included with every PLMSFILE.EXE. This file is written in ENABLE 2.0 format and can be read and printed by ENABLE or any standard word processor that can convert ENABLE such as Amipro 3.X.	No

APPENDIX B
THE PLMS FILES

File Name	Size bytes	Description or purpose	Required for function
PRTR_PAS.DAT	1.7K	Data file. Containing format and printer control for a variety of printers. Used extensively for reports.	Yes
PCNGROUP.DAT	7K	Data file. Containing information extracted from the SL 1-3 pertaining to PCNs and their Title as listed on the SL 1-3.	Yes
SPONSOR.DAT	2.7K	Data file. Containing information extracted from the SL 1-3 pertaining to PCNs and their HQMC Sponsor Codes as listed on the SL 1-3.	Yes
IDCHANGE.DAT	2.7K	Data file. Containing information extracted from the SL 1-2 pertaining to PCNs and the equipment they are applicable to, by the equipment's assigned ID number, as listed on the SL 1-2. The information listed in this file is limited to changes where the equipment has had an ID number change (due to modification or upgrade) or the PCN has migrated to include other equipment or the publication has been changed to include other equipment.	Yes
PCNCHANG.DAT	2.7K	Data file. Containing information extracted from the SL 1-3 pertaining to PCNs. The information listed in this file is limited to changes, where the publication itself has had a PCN number change due to correction, modification, or revision.	Yes
DATE.DAT	2 bytes	Data file. Containing today's Julian date.	Yes
TAM_REF.IDX	58K	Index file. Containing sequential information for the SL 1-2. Pertaining to the equipment's Table of Authorized Materiel (TAM) numbers cross referenced to their respective Identification Numbers (ID).	Yes
IDX_REF.IDX	265K	Index file. Containing sequential information for the SL 1-2 & 1-3 data.	Yes
IDX_REF.DAT	470K	Data file. Containing cross reference information for the SL 1-2 & 1-3 data.	Yes

APPENDIX B
THE PLMS FILES

2. The PLMS files listed under paragraph 1 preceding are those files written to the hard drive and/or distribution diskettes during download, extraction, and installation. The following files are those written to the Unit and Section library diskettes during the PLMS process.

File Name	Size bytes	Description or purpose	Required for function
PLIDLOC.DAT	1.2K	Data file. Containing descriptive information for the Unit library. This file is written to the Unit Library Diskette.	Yes
PL_LIB.DAT	Var	Data file. Containing PCN, Location, and other information relative to maintenance of the Unit library. This file is written to the Unit Library Diskette.	Yes
PL_LIB.IDX	Var	Index file contains sequential data and other information relative to maintenance of the Unit library. This file is written to the Unit Library Diskette.	Yes
BASEREC.DAT	44bytes	Data file. Containing section descriptive information for the Section library Diskette.	Yes
SECT_LIB.DAT	Var	Data file. Containing PCN, Location, and other information relative to maintenance of the Section library. This file is written to the Section Library Diskette.	Yes
SECT_LIB.IDX	Var	Index file contains sequential data and other information relative to maintenance of the Section library. This file written to the Section Library Diskette.	Yes
LOCATION.IDX	Var	Index file contains sequential data and other information relative to maintenance of the Section IDL. This file is written to the Section Library Diskette.	Yes
IDXREF.LIB	Var	Data file. Containing ID to PCN cross reference data relative to maintenance of the Section library. This file is written to the Section Library Diskette.	Yes

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THE PLMS FILES

File Name	Size bytes	Description or purpose	Required for function
LOCATE.LIB	Var	Data file. Containing Section Location data relative to maintenance of the Section library. This file is written to the Section Library Diskette.	Yes
NEAREF.LIB	Var	Data file. Containing data for Non-Equipment related publications that the DCP has flagged on the section IDL as required to have. This file is written to the Section Library Diskette.	Yes
PCNREF.LIB	Var	Data file. Containing PCN to ID information relative to publications that the DCP has flagged on the section IDL as required to have. This file is written to the Section Library Diskette.	Yes

APPENDIX C
ERROR MESSAGES

1. Types of Errors. There are three types of errors that can be generated from within PLMS. Data errors caused or generated from data input to PLMS, Turbo access errors (i.e., internal system errors other than DOS), and operating system errors (i.e., DOS or Windows errors).

2. Data Errors. The PLMS is written in Turbo PASCAL, a 4th generation high-level structured programming and application development language. This enabled the author to predict some errors predicated upon predictable data entry errors, system response time-outs, system generated error return codes, and other predictable levels of cause and effect. For these errors there are established actions that can be taken by the user without need of assistance from their supporting TASO, ISA, ISC, or ISMO. However, like any system interdependent upon input from the unpredictable human being, not all possible errors can be foreseen thus appropriate user action cannot be determined until such time as the error occurs.

Error Message	User Action
Cannot order, PCN not found on SL 1-3	Verify PCN is correct. If it is good, submit NAVMC 10772 for the PCN to be added on the next SL1-2/1-3 update.
No IDs exist for this PCN	Verify PCN is correct. If it is good, submit NAVMC 10772 for the PCN to be added on the next SL1-2/1-3 update.
No PCN found for this ID Number	Verify ID is correct. If it is good, submit NAVMC 10772 for the ID's PCNs to be added to the next SL1-2/1-3 update.
Beginning of PCNs for this ID Number	Stop pressing the BackWard "Hot-Key" (i.e., stop pressing F9). The beginning of the list has been reached.
End of PCNs for this ID Number	Stop pressing the Forward "Hot-Key" (i.e., stop pressing F10). The end of the list has been reached.
Document number not found, no update made	Verify document number entered was correct If it was this indicates the requisition has either not been properly recorded in PLMS, or the transaction was previously completed or deleted.

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Error Message	User Action
Unit location not found, verify PL address	Verify PC is properly identified on Section diskette. Use option #5 of the main menu to verify DCP Location.
Doc Num with PCN on update but not ordered	A Document Number has been entered manually at the unit, but no record exist on the uploaded SUPPLY file. Research printed copies of orders and previous reconciliation sheets. Verify the Document Number is correct for the PCN. If it is then the error is in the uploaded Supply File and must be corrected within Supply. If it is not, then the error was with the manually entered document and that must be deleted and re-entered correctly.
Update file not found on diskette in A: drive	The diskette in drive A does not contain the file to reconcile. Ensure correct disk is in the drive.
REQUESTED ID ###### not found	Verify ID number entered is correct. If it is then the ID number is not listed on the SL 1-2. If it should be then submit NAVMC 10772 requesting correction to SL1-2.
MAJOR PCN SERIES ### not found	Verify the PCN prefix entered is correct. If it is then the PCN is not listed on the SL 1-2 or 1-3. If it should be then submit NAVMC 10772 requesting correction to SL 1-2 & 1-3.
Pending order file not found	The SMU courier diskette cannot be created because there are no publications on file to be ordered.
Document not on file	Verify the PCN and/or document number entered is/are correct. The user is requesting an update on a PCN for which there is no record of it being ordered.

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Error Message	User Action
Cancellation request already submitted.	Verify the PCN and/or document number entered is/are correct. The user is requesting cancellation of a Document that has already been canceled
Publication already in shipped status	Shipping status received. Status updates, cancellations, or other action can no longer be requested. If not received within 45 days and still required, reorder.

3. Turbo Pascal access errors. Turbo Pascal access errors can be generated by a variety of causes, and most will indicate there is a problem with the PLMS files. User correction is almost always limited to providing Turbo Pascal access to the correct files or diskettes, rebooting the system, or reloading the PLMS software if the problem persist. If one of these errors occurs, you should be presented with a message to the effect "See TACCESS.ERR". What this means is a file was generated by the system named TACCESS.ERR, this file contains a description of the error. You can view this file by typing "TYPE TACCESS.ERR" at the DOS prompt, and then pressing enter. If TACCESS.ERR identifies a bad or missing file, attempt to reinstall the file from the original diskettes. If the error still exists, contact your local ISA, ISC, or ISMO for assistance.

Turbo Access Error Code & Message	Description and User Action
2 FILE NOT FOUND	Verify file name, disk, path, etc.
3 PATH NOT FOUND	Verify file name, disk, path, etc.
4 TOO MANY OPEN FILES	Close files.
5 FILE ACCESS DENIED	Remove file's attributes.
15 INVALID DRIVE	Drive incorrectly set, perform PC setup.
100 DISK READ ERROR	Verify diskette's format
101 DISK WRITE ERROR	Remove write protection
102 FILE NOT ASSIGNED	Verify file name and path
103 FILE NOT OPEN	Verify file name, path, and remove attributes

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ERROR MESSAGES

Turbo Access Error Code & Message	Description and User Action
104 FILE NOT OPEN FOR INPUT	Remove attributes
105 FILE NOT OPEN FOR OUTPUT	Remove attributes
106 INVALID NUMERIC FORMAT	Verify input
150 DISK IS WRITE PROTECTED	Remove write protection
201 RANGE CHECK ERROR	Program has allowed a number that is out of range (e.g., 11 when 10 is allowed). Re-boot system, re-build file, re-load PLMS.
202 STACK OVERFLOW	Program has executed multiple recursive calls without sufficient memory available for return.
203 HEAP COLLISION	Insufficient memory available for files load. Remove TSRs, other applications, ramdisks, and re-boot the PC. If problem persist, ensure no TSRs are loading at startup, increase the Files buffers settings in the CONFIG.SYS and re-boot the PC. If problem persist contact your supporting ISA, ISC, or ISMO for assistance.
1000 RECORD SIZE TOO LARGE	Program has built a record that contains to many characters, is out of range (e.g., 11 when 10 is allowed), or the files contains to many records for another to be added. Re-boot system, re-build file, re-load PLMS, and increase available disk space.
1001 RECORD SIZE TOO SMALL	Program has encountered a record that contains to few characters (i.e., Sum of Hex values greater than characters written to record). Re-boot, re-build file, re-load PLMS.

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Turbo Access Error Code & Message	Description and User Action
1002 **KEY LENGTH GREATER THAN MAX KEY LENGTH**	Address available for entry exceeded by input. Re-boot, re-build file, re-load PLMS.
1003 **DATA FILE CREATED WITH DIFFERENT RECORD LENGTH**	Same as 1002 above.
1004 **INDEX FILE CREATED WITH DIFFERENT KEY OR PAGE SIZE**	Same as 1002 above.
1005 **NOT ENOUGH MEMORY FOR PAGE STACK**	Remove TSRs from AUTOEXEC.BAT and CONFIG.SYS files and re-boot.

Special Note: In most cases, deleting the .IDX files from your unit and section library diskettes may solve the problem. These IDX files will be rebuilt automatically with the next PLMS startup. This reconstruction of the IDX normally allows Turbo Pascal to increase the index range (it will do this automatically) while preventing attempted access of records that are out of range.

4. DOS or Windows Operating System Errors. The PLMS is subject to, and can cause, various operating system errors. These errors are normally presented on screen and can be result of any number of problems and may have numerous solutions, any one of which may allow PLMS to function properly. When DOS or Windows level errors are received during PLMS operations, the user needs to read the error message carefully (write it down), refer to their PC and systems operation manuals and effect whatever corrective actions necessary to allow PLMS to function. If the problem persist, contact your local supporting TASO, ISA, ISC, or ISMO for assistance.

5. Insufficient memory errors. This type of an error can manifest itself as a **Divide Overflow** in DOS, **General Protection Fault** in Windows 3.x, **This Application has attempted to execute an illegal command** in Windows95, or any number of other ambiguous error messages. These type error messages fail to explain what's wrong but all to often leave the user little recourse but to re-boot the system and try again. These types of errors are usually caused when the Operating System has allowed the application to exceed its allocated block of Random Access Memory (RAM). The less amount of RAM available the more often the error will occur. Many users are really stumped by these errors because the system may be setup with 8 meg of RAM or even more. What is the cause? Normally its a Terminate and Stay Resident (TSR) program lurking in the background consuming lots of lower DOS memory where PLMS wants to run. How do you resolve this problem?

a. Review your AUTOEXEC.BAT and CONFIG.SYS files and "**REM**" - OUT any software TSRs such as virus protection software (e.g., VSHIELD).

APPENDIX C
ERROR MESSAGES

b. Windows users check the "START" ICON to ensure there are no TSRs loading with windows during system boot-up.

c. Re-boot the computer. While system is rebooting read the screen (Windows95 users press the ESC key to view load during system restart), watching for hardware TSR loads such as CD-ROM readers, sound cards, video cards, joy stick controllers, scanners, or other peripheral drivers loading into lower DOS memory. If such are resident, try loading these drivers "High" (e.g., on the CONFIG.SYS command line change the "DEVICE=" command to read "DEVICEHIGH=").

e. Users of DOS version 6.X and higher, run MEMAKER from the DOS prompt per the instructions in the DOS manual.

f. If you continue to suffer memory errors contact your local TASO, ISA, ISC, or ISMO for assistance.

APPENDIX D
GLOSSARY

Acronyms

ACID	ACcessor's IDentification: Normally a six to eight character alpha & numeric code assigned to a system user for the purpose of granting, restricting, and controlling that users access to the system.
ADPE	Automated Data Processing Equipment
AIS	Automated Information System
ANSI	American National Standards Institute
AR	Administration and Resource Management Division, Headquarters Marine Corps
ARD	Printing Management and Logistics Branch Administration and Resource Management Division Headquarters Marine Corps
ARDE	Printing and Publications Management Section Printing Management and Logistics Branch Administration and Resource Management Division Headquarters Marine Corps
ARDF	Logistics Systems Management Section Printing Management and Logistics Branch Administration and Resource Management Division Headquarters Marine Corps
ASCII	American Standard Code For Information Interchange
AT	Advanced Technology. Relates to a line of personal computers developed for the small business and home markets by IBM in 1984. The AT became an industry DeFacto standard for 16 bit processor based personal computers. Based upon the INTEL 80286 microprocessor the AT was innovative for its data bus that made it 75% faster than the previous generation PC the XT.
DBMS	Data Base Management System
DirAR	Director of Administration and Resource Management Division

APPENDIX D
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<u>Acronyms</u>

DoD   Department of Defense

DOS   Disk Operating System. PC operating system developed by MicroSoft® Commonly referred to as DOS® or MS-DOS®, both of which are registered trademarks of MicroSoft Corporation.

FMF   Fleet Marine Force, or Fleet Marine Forces

FSMAO   Field Supply and Maintenance Analysis Office

FY   Fiscal Year, normally followed by the year (i.e., fiscal year 1996 = FY96)

HTML   HyperText Markup Language

HQMC   Headquarters Marine Corps

ID   Item Designator

IDN   Item Designator Number

IDL   Internal Distribution List

IMS   Information Management System

ISA   Information Systems Administrator

ISC   Information Systems Coordinator

ISMO   Information Systems Management Office

LAN   Local Area Network

MCDN   Marine Corps Data Network

MCPDS   Marine Corps Publications Distribution System

PC   Personal Computer

PCN   Publication Control Number

APPENDIX D
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Acronyms

PCX   File extension, used for graphics images

PL   Publications Listing

PLMS   Publications Library Management System

PS5   Processing System, Fifth Generation (Pentium PC)

SGML   Standard Generalized Markup Language

TAM   Table of Authorized Materiel

TAMCN   Table of Authorized Materiel, Control Number

TASO   Terminal Area Security Officer

USMC   United States Marine Corps

UNIX   Uniprogrammed version of Multics, alternative PC operating system
                  developed by AT&T Bell Laboratories, in 1971.

User-ID   Same as ACID

WAN   Wide Area Network

XT   Extended Technology Computer. Introduced by IBM during 1983, the
                  PC-XT personal computer was based upon the Intel 8088 microprocessor
                  with the first 16 bit data bus ever incorporated into a desktop PC. The
                  original XT models were also significant as they were the first machines
                  wherein the bus couplings were direct allowing for performance standards
                  to be based solely upon clock speeds. The first XT PCs offered clock
                  speeds of 4.77 megahertz - at that time the first desktop PC to measure
                  performance as processing speed in the megahertz range - now such speeds
                  are considered too slow. The next generation of computers were called
                  "Turbo XTs" introduced by Zenith Data Systems Corporation. Except for
                  a 10 megahertz clock speed, these Zenith PCs were identical to the IBM
                  XT - industry coined the DeFacto standard of "Clone" from Zeniths
                  advertisements of their "TurboXT" being "100% compatible.... a virtual
                  clone". The Zenith Data Systems "TurboXT" was introduce in 1984.

APPENDIX D
GLOSSARY

Terminology

Admin Pubs | Refers to those Marine Corps directives and other administrative non-technical publications in the Publications Control Number 102 series. These type publications are administrative in nature and apply to the normal daily operating procedures of the Marine Corps. This series includes, but is not limited to, uniform regulations, supply manuals and regulations, procurement regulations, personnel administration and pay and allowances, base support operations, base quarters and housing administration, and quality of life issues and regulations.

Online & on-line | Refers to any peripheral device (such as a printer) which is connected to a computer, is turned on and is in a "ready" access mode; and/or any computer with its peripherals that is connected to another computer or a Local Area Network server, or a mainframe "host" for the purpose of interfacing and exchanging of data with the "host" or other computers similarly connected to the "host."

user-friendly | Refers to the relative ease with which a PC's operating system, an AIS or an IMS, can be accessed and used effectively by a non-computer literate individual. The easier a PC or system is to access and use effectively, without need for specialized training, then the more user-friendly the PC or system is.

Trademarks, copyrights, acknowledgments, and other commercially registered names

1. Unless otherwise noted, any/all references to any particular company, its subsidiaries, systems, devices, or technologies are done so merely as being descriptive of existing systems and in no manner are they to be construed as an indorsement of that company, its subsidiaries, or products.

AT | Registered trademark of International Business Machines Corporation

Banyan Vines | Registered trademark of Banyan Systems, Inc.

DOS, MSDOS, or MS-DOS | Registered trademarks of MicroSoft Radio Corporation

IBM | Registered trademark of International Business Machines Corporation

INTEL | Registered trademarks of Intel Corporation

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Trademarks, copyrights, acknowledgments, and other commercially registered names

Intel   Registered trademarks of Intel Corporation

MicroSoft   Registered trademark of MicroSoft Radio Corporation

PC   Registered trademark of International Business Machines Corporation

XT   Registered trademark of International Business Machines Corporation

Zenith   Registered trademark of Zenith Radio Corporation

Z248 or 248   Registered trademark of Zenith Radio Corporation

286, 386, 486,   All of these are registered trademarks of Intel Corporation
PS5, & Pentium

APPENDIX E
Publications Control Number (PCN) Prefixes

Code	Publications Titles, Group, Subject Matter
100	Marine Corps Publications
102	Marine Corps Orders and Bulletins
104	Retention Advertising Materials
105	Marine Corps Tables of Equipment
110	Marine Corps Tables of Organization
120	Stocklist For Technical Publications
121	Marine Corps Stocklist Introduction and Indexes
122	Marine Corps Stocklist Item Identification Lists/Group Lists
123	Marine Corps Stocklist Components List
124	Repair, Maintenance, and Management Lists
126	Marine Corps Stocklist Applications List
128	Marine Corps Stocklist Special Manuals
130	Landing Force Manuals
132	Support Concept Manuals-Equipment Identification Number
133	Support Concept Manual-Federal Supply Class
136	Electronics Technical Manuals
139	Fleet Marine Force Manuals (FMFM)
140	Fleet Marine Force Reference Publications (FMFR)
141	Navy Doctrinal Publications
142	Marine Corps Doctrinal Publications
143	Marine Corps Warfighting Publications
144	Marine Corps Reference Publications
156	Marine Corps Calibration Program
157	Marine Corps Lubrication Instruction-Equipment Identification Number
158	Marine Corps Lubrication Instruction-Equipment Federal Supply Class
160	Marine Corps Modification Instruction-Equipment Identification Number
161	Marine Corps Modification Instruction-Equipment Federal Supply Class
162	Marine Corps Supply Instruction-Standard Subject Identification Code
163	Marine Corps Supply Instruction-Equipment Identification-Number
164	Marine Corps Supply Instruction-Equipment Federal Supply Class
165	Marine Corps Supply Instruction-Standard Subject Identification Code
166	Marine Corps Technical Instruction-Equipment Identification-Number
167	Marine Corps Technical Instruction-Equipment Federal Supply Class
168	Marine Corps Technical Instruction-Standard Subject Identification Code
170	Rebuild Standards
180	Technical Manuals - Subject Numerical Designator
181	Technical Manuals-Engineer
182	Technical Manuals-Federal Supply Class
184	Technical Manuals-Equipment Identification-Number
185	Technical Manuals-Ordnance
186	Information Resource Management Manuals
187	User Instructions For Automated Information Systems
188	Users Manuals
189	Field Circulars
190	Marine Corps Historical Reference Pamphlets & Bibliography
202	Naval Facilities Engineering Command
203	Executive Office of The Secretary Series

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<u>Code</u>	<u>Publications Titles, Group, Subject Matter</u>
204	Bureau of Medicine and Surgery Series
205	Naval Sea Systems Command
206	Bureau of Naval Personnel Series
207	Naval Electronics And Communications Systems Command/Naval Sea Systems Command (NAVECSYSCMD/NAVSEASYSCMD)
208	Naval Supply System Command (NAVSUP)
209	Navy Resale and Services Support Office Manuals
210	Naval Sea Systems Command
211	Navy Commands
212	Naval Air Systems Command
216	Secretary of The Navy Instructions (SECNAVINST)
218	Chief of Naval Operations Publications
225	Savings Bond Division
300	Army Regulations
301	Army Subject Schedule
302	Army Training and Evaluation Programs
303	Army Materiel Command-Explosives Series
304	Army Circulars
305	Department of Army Pamphlets
307	Army Firing Tables
308	Army Graphic Training Aids
309	Army Lubrication Orders
310	Department of Army Posters
311	Army Supply Bulletins
312	Army Technical Bulletins
313	Army Training Circulars
317	Army Technical Bulletins-Engineer
318	Army Technical Bulletins-Medical
319	Army Technical Bulletins-Ordnance
320	Army Field Manuals
321	Army Technical Bulletins-Signal
323	Army Technical Bulletins-Provost Marshal General
324	Army Technical Bulletins-Quartermaster
325	Army Supply Manuals-Chemical
337	Supply Catalogs
339	U.S. Army Civilian Affairs School
340	Soldier Training Publications
345	Army Technical Manuals-Chemical
346	Army Technical Manuals-Engineer
347	Army Technical Manuals-Field Artillery
348	Army Technical Manuals-Medical
349	Army Technical Manuals-Ordnance
350	Army Technical Manuals-Quartermaster
351	Army Technical Manuals-Signal
359	Army Technical Manuals-Military Intelligence
360	Army Technical Manuals-Security
363	Army Technical Manuals-Maintenance
364	Army Technical Manuals-Transportation

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Code	Publications Titles, Group, Subject Matter
368	Army Technical Manuals-Storage of Supplies and Equipment
370	Army Technical Manuals-Chemical Weapons
394	Unassigned
400	Allied Technical Publications
401	Defense Service Agreement Reports
403	Joint Chiefs of Staff Publications
409	Judge Advocate General
410	DoD Handbooks (Cataloging-Inspect & Quality Control Standards)
411	Department of Defense Operating Manual
412	Department of Defense Fact Sheet
413	Department of Defense Area Orientation
414	Department of Defense Pamphlets
415	Department of Defense Posters
417	Department of Defense Military Handbook
450	Court-Martial Reports
452	Decisions of Comptroller General (Cloth Bound)
453	Decisions of Comptroller General (Paper Bound)
454	Digest of Opinions (Cloth Bound)
499	Citators Index--Court-Martial Reports (Paper Bound)
500	Manufacturers Technical Manuals and Instruction Books
501	Education Information/Historical Information General Subject Matter
502	Depot Maintenance Work Requests
504	Defense Finance and Accounting System Publications
506	Marine Battle Skills Training (MBST)
509	Code of Federal Regulations
600	Air Force Technical Orders
601	Air Force Manuals
602	Air Force Regulations
603	Air Force Pamphlets
710	Nonstocked Marine Corps Publications - Distribution only
720	Nonstocked Navy Publications - Distribution only
730	Nonstocked Army Publications - Distribution only
740	Nonstocked Miscellaneous Publications - Distribution only
920	Veterans Administration Pamphlets

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